

## VOLUNTEER DRIVER PROGRAM REQUEST FOR MILEAGE REIMBURSEMENT

Sponsored by Marin Transit & funded by the Metropolitan Transportation Commission's New Freedom Program.

Administered by WEST MARIN SENIOR SERVICES

**NAME OF CLIENT:** \_\_\_\_\_

**NAME OF VOLUNTEER:** \_\_\_\_\_

Please fill in the date, reason for the trip, destination of **each leg** of the trip (if more than one), miles of each trip leg, and the volunteer hours at the **END OF THE TRIP**. Please mail completed request to us at the end of each month to:

TRIPtrans, P.O. Box 791, Point Reyes Station, CA 94956.

Please remember, a maximum of 300 miles or \$105.00 reimbursement per month, per client.

DATE OF TRIP	REASON FOR TRIP	ORIGIN (From)	DESTINATION (To)	MILES DRIVEN PER STOP	VOLUNTEER HOURS (Includes waiting time)
<b>TOTAL MILES DRIVEN</b>				→ _____	<b>TOTAL # VOLUNTEER HOURS:</b> → _____
<b>X .35 per/mile =</b>				→ \$____.____	

I certify that all information provided above is true and accurate and that all travel was taken as reported. I further certify that my volunteer driver is not an employee of Marin Transit or West Marin Senior Services and I understand and agree that the Volunteer Driver Program and its funding sources do not assume any liability for my personal choice of driver, or any insurance liability. I agree to abide by all Volunteer Driver program policies and understand that failure to do so may result in my becoming ineligible for continued participation in the program. It is our policy for clients to pay reimbursements, when received, to their volunteer drivers.

**CLIENT SIGNATURE:** \_\_\_\_\_ **VOLUNTEER VOLUNTEER DRIVER PROGRAM REQUEST FOR MILEAGE REIMBURSEMENT**

**SAMPLE FORM: Please fill out form as indicated below. This will allow for faster reimbursement!**

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DATE OF TRIP	REASON FOR TRIP	ORIGIN (From)	DESTINATION (To)	MILES DRIVEN PER STOP	VOLUNTEER HOURS (Includes waiting time)	
10/1/2011	Dr. Appt.	San Geronimo	Terra Linda	18	1.30	
10/1/2011	Return Trip	Terra Linda	San Geronimo	18	.30	
10/5/2011	Shopping	San Geronimo	San Rafael	11	1	
10/5/2011	Return Trip	San Rafael	San Geronimo	11	.30	
10/28/2011	Dentist	San Geronimo	Novato	18	2	
10/28/2011	Shopping	Novato	Petaluma	12	1	
10/28/2011	Lunch	Petaluma	Rohnert Park	20	2	
10/28/2011	Return Trip	Rohnert Park	San Geronimo	30	1	
				TOTAL MILES DRIVEN →	138	TOTAL # VOLUNTEER HOURS: → 9 1/2
				X .35 per/mile = →	\$ 48.30	

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CLIENT SIGNATURE: \_\_\_\_\_ VOLUNTEER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_