



## Instructions for Completing Time & Expense Sheets



- Volunteer Hours Report & Expense Form must be turned in by the 10<sup>th</sup> of each month for reporting purposes and tracking of volunteer hours. You may submit your hours & expenses form to the Metropolitan Area Agency on Aging (MAAA) office. If you choose to submit your form electronically, you will need to check the Volunteer e-signature box on your form in order for it to be considered valid. We will also need to have your Volunteer Signature Validation form on file. Once the form is processed, a reimbursement check will be mailed to your home address.
- Volunteer Hours  
Please enter your volunteer hours and then add together for a total sum of hours volunteered that month. Be sure to include within your hours:
  - Actual time you spent with a client
  - Time at a Quarterly Update Training or other relevant trainings or meetings
  - Travel time to/from client's home/site/MAAA office/etc.
  - Counseling
  - Researching
  - Referring
  - Advocating
  - Trying to reach the client
  - Waiting to meet the client
  - Preparing materials to send to the client
  - Completing paperwork/forms to report the client contact
- Expenses  
If you would like to be reimbursed for volunteer travel costs, please enter your mileage and then calculate your reimbursement claim based on the rate given per mile  
  
Under Other Expenses, you may list any expenses such as the following & attach a receipt:
  - Parking
  - Bus fees