

VOLUNTEER HOTLINE INFO

Use this sheet to help you keep track of ride information for use with the VINE Faith in Action Volunteer Hotline. If possible, call hours in weekly and note if you have called them in to avoid submitting time twice. **REMINDER: Mileage will not be reimbursed unless you tell us you require reimbursement.**

DATE OF SERVICE							
CARERECEIVER NAME							
DESCRIPTION OF SERVICE (ride to _____, respite, chore, etc							
One-Way or Two- Way Ride							
Additional Stops							
TIME SPENT							
LOADED MILES							
UNLOADED MILES							
TOTAL MILEAGE							
MILEAGE DONATED OR REIMBURSED							
MEAL EXPENSE							
PARKING EXPENSE							