

Lake County Council on Aging Volunteer Mileage Reimbursement Policy

The Lake County Council on Aging will reimburse volunteers in financial need for travel directly related to their volunteer assignments. Mileage reimbursement is available for travel from the home to arrive for the volunteer assignment, during the volunteer assignment and direct return home from the volunteer assignment.

This mileage reimbursement is optional, and it is intended for volunteers in financial need. A volunteer is in financial need if this reimbursement enables them to continue volunteering where they would otherwise need to terminate their volunteer status.

Volunteers have a choice of mileage reimbursement rate: \$ 0.14 per mile or \$ 0.30 per mile. The IRS standard reimbursement rate for volunteers is currently \$.14 per mile and is not taxable. If you choose the \$.30 reimbursement rate, the reimbursement is taxable. If you choose \$.30 per mile, Council on Aging will request your social security number and you will receive a 1099 should your annual reimbursements total \$600 or more. If you choose the higher reimbursement, please consult your tax advisor.

Volunteers should submit their mileage reimbursement form to their staff supervisor at the end of each quarter. Monthly reimbursements will also be considered. Volunteer mileage forms will be forward to Accounts Payable for payment in the next payment cycle. Mileage forms more than one month late will not be accepted. Council on Aging will not approve mileage that is reimbursed by another source (i.e. RSVP, employer).

The payment of any mileage reimbursement is contingent on the availability of funding and can be discontinued at any time. The Lake County Council on Aging will review this policy periodically and reserves the right to make any changes deemed necessary.

Questions about this policy can be directed to the Council on Aging's Volunteer Services Manager at (440) 205-8111.