

MILEAGE REIMBURSEMENT FOR SPIRITUAL RESOURCE VOLUNTEERS

Minnesota Sex Offender Program

Issue Date: 11/1/22 Effective Date: 12/6/22 Policy Number: 125-5466

POLICY: Minnesota Sex Offender Program (MSOP) spiritual resource volunteers are reimbursed for mileage as outlined below.

AUTHORITY: Minn. Stat. § 253D.19, subd. 1.

APPLICABILITY: MSOP, program-wide

PURPOSE: To outline the process for reimbursing mileage for spiritual resource volunteers providing services to the MSOP.

DEFINITIONS: None

PROCEDURES:

- A. Clinical programming directors/designees at each MSOP site set up blanket purchase orders, via the Electronic Inter Office Requisition (EIOR) system, in order to encumber funds in advance of the mileage occurring/expense report being submitted.
- B. Spiritual resource volunteers may submit a written request to the site volunteer services coordinator for reimbursement of round-trip mileage of a minimum of 40 miles and a maximum of 350 miles (the facility clinical director may approve exceptions to the distance maximum). The site volunteer services coordinator reviews, consults with the facility Rehabilitation Therapy director/designee, and approves the request as appropriate.
- C. Spiritual resource volunteers approved for mileage reimbursement submit a completed Expense Worksheet (125-5466a) to the site volunteer services coordinator within 30 calendar days following the date of service. Expense Worksheets not received within this time frame are not eligible for reimbursement.
- D. The site volunteer services coordinator:
 1. assists spiritual resource volunteers to complete and submit Expense Worksheets (125-5466a) as needed;
 2. reviews submitted Expense Worksheets (125-5466a) for accuracy;
 3. records the date(s) of service and mileage reimbursement amount on a spreadsheet located in Rehabilitation Services SharePoint; and
 4. signs and dates the Expense Worksheet (125-5466a) and forwards to Financial Services for processing.

REVIEW: Annually

REFERENCES: None

ATTACHMENTS: Expense Worksheet (125-5466a)

SUPERSESSSION: MSOP Division Policy 125-5466, "Mileage Reimbursement for Spiritual Volunteers," 10/6/20.
All facility/unit procedures, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

/s/

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