MILEAGE REIMBURSEMENT FOR SPIRITUAL RESOURCE VOLUNTEERS
Minnesota Sex Offender Program

Issue Date: 9/1/20    Effective Date: 10/6/20    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. Rehabilitation Therapy 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)

All facility/unit procedures, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

/s/
Nancy A. Johnston, Executive Director
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