How to Use Your Vouchers

Thank you for your interest in the Volunteer Driver Voucher Program! You’re almost ready to be on your way. Below are the instructions on how to use your new vouchers:

1. You (the “client”) will fill out the “Trip Details” on the front of the voucher. This will include the date, and start/end location.
   *If you are taking a round trip, use the destination you are going to as the end location, even if you’re returning to where you started.

2. Check One: **Flat Rate or Total Miles**? The Flat Rate option is intended for trips up to 14 miles.
   **Round Trip or One Way**? You’ll select Round Trip if the same driver is picking you up AND dropping you off at your Start Location. If you’ll be using two drivers, select One Way and complete another voucher for the second driver.

3. It’s time to **sign**! Do so **AFTER** you have verified the information is correct. Let your driver know they’ll need to sign and complete the “Driver Details” before mailing the voucher in for reimbursement.