

2012 CarFit and We Need to Talk (WNTT) funding, accounting, and reimbursement guidance

General:

- AARP Driver Safety has limited funding available to support CarFit and WNTT in 2012. Therefore, the Driver Safety Staff and the National CarFit/WNTT Volunteer Coordinator will be evaluating all requests based on maximum return on investment for approved projects.
- AARP Driver Safety will NOT be able to provide direct funding to AARP State Offices or Driver Safety in states.
- AARP Driver Safety will only reimburse pre-approved expenses.

How to get approval for expenses:

- To have projects, proposals, trainings, and travel pre-approved, submit a simple proposal with cost estimates to Stan Rothman at stanruth@usa.net or (570) 775-7462, Josh Dunning at jdunning@aarp.org or 202-434-2223, and Michelle Monje at mmonje@aarp.org or 202-434-2813. They will review your request and advise you of approval within 5 business days. A copy of this approval email needs to be attached to expense forms to show it was pre-approved.
- Additionally, pre-approved expenses in excess of \$1,000 (for one vendor) must have a purchase order requested. Contact Josh Dunning at jdunning@aarp.org or 202-434-2223.

How to get reimbursed for expenses:

Volunteers have two options for reimbursement of CarFit or WNTT expenses.

1. Online (**Recommended** – expenses paid within days)
2. Mail (reimbursement takes weeks)

Online Expense Express Instructions:

- Volunteers can access the online expense express instructions at <http://aarpvolunteers.com/?cat=20>
- On the *Expense Reimbursement Express Form* – use CarFit/WNTT as the Expense Activity

Mail Expense Instructions:

- Volunteers must use the general AARP Volunteer Expense Statement Form (not the AARP DS Standard Activity Expense Statement) to submit CarFit and We Need To Talk expenses. Available on VolunteerNet at <http://aarpvolunteers.com/?cat=18>

- AARP staff and volunteers must submit pre-approved expenses within 30-days to:

Josh Dunning
AARP Driver Safety
601 E St. NW
Washington, DC 20049

*Reminder - A copy of the pre-approval email must be attached to the form.
Expense forms without pre-approval documentation will not be reimbursed.*

Additional Important Information:

- Volunteers and suppliers must have an ID number to be reimbursed. If a supplier is not in the AARP system, they will have to complete the New Vendor Form and W-9 Form. Both forms can be obtained from Josh Dunning.
- When submitting expenses for reimbursement for WNTT Seminars, also include the Activity Report (Appendix L) found in the WNTT Facilitator Manual.
- In selected cases, we may provide accounting codes to State Office staff for processing.
- DSP State Coordinators should note expenses reimbursed for CarFit/WNTT are not part of the approved 2012 state budget allocation for the Driver Safety. These funds will come from the National Driver Safety budget.