

IPT Quick Guide

www.runipt.com

Organization: uservsr

User Name: _____

Password: _____

Go to **www.runipt.com** to log in to your account. The organization ID is always **uservsr**.

Only use the emailed reset link to log in if you have forgotten your username or password.

The time you spend submitting your IPT timesheet counts as volunteer time.

All hours must be rounded to the nearest quarter hour.

For example:

Volunteer Time:	Record as:
3 hours 5 mins	3.00
3 hours 10 mins	3.25
3 hours 20 mins	3.50
3 hours 40 mins	3.75
3 hours 55 mins	4.00

Include your client names or initials in the “Client(s)” column.

NAME: Companion, Suzy MONTH: April 2024 COUNTY: TEST COUNTY								
April 2024	Date	Volunteer Hours	Training	Leave Time	Holiday Hours	Admin. Leave	Client(s) OR request for administrative leave.	Meals Home (if during lunch and visit longer than 2 hours)
M	1	4	☐	☐			Marlene (4 hours)	☐
T	2	5	☐	☐			Samantha C (2 hours), travel (.5), Barbara R (2 hours), timesheet (.5)	☐

Admin Leave:

When a client cancels do not enter time in any column. We will add the admin leave when you write the note that the client cancelled. You must write a note in the “Client(s)” OR request for administrative leave” column including the amount of time you would have volunteered.

NAME: Companion, Suzy MONTH: April 2024 COUNTY: TEST COUNTY								
April 2024	Date	Volunteer Hours	Training	Leave Time	Holiday Hours	Admin. Leave	Client(s) OR request for administrative leave.	Meals Home (if during lunch and visit longer than 2 hours)
M	1	☐	☐	☐			Marlene canceled. Would have served 4 hours.	☐

Leave blank

Holiday Hours:

We enter holiday hours for you. You must serve 8 hours per week or more to earn holiday hours.

Mileage Log

You must include the full address of a location the first time it is mentioned in your mileage log. This will ensure that your trip can be accurately recreated on a map if necessary.

First instance:	Start Location	Stop Locations	Total Mileage
	Home (<u>132 N. 50 S.</u> , Blanding, UT)	Marlene Home (<u>1540 S. Main</u> , Blanding), Family Dollar, Blanding San Juan Clinic, Marlene Home	7
	Home	Marlene Home, Blanding San Juan Clinic, Marlene Home	5

Each trip you take to the same place(s) must have the same distance recorded with correct odometer readings.

Mileage Log					
Mileage reimbursed at \$0.44 per mile. Include the address of the start location, the names of the locations to which you travel (example: Richfield Walmart, Sevier Senior Center), and your ending address.					Office Use Only
Date	Starting Odometer	Ending Odometer	Start Location	Stop Locations	Total Mileage
4/1/2024	91000	91007	Home (132 N. 50 S., Blanding, UT)	Marlene Home (1540 S. Main, Blanding), Family Dollar, Blanding San Juan Clinic, Marlene Home	7
4/2/2024	91020	91027	Home	Marlene Home, Family Dollar, Blanding San Juan Clinic, Marlene Home	7

Save mileage and review column on right to ensure that recorded miles are correct.