

ServWare Miles and Hours Tracking



St. Vincent de Paul Society
At the Heart of Giving.

January 2, 2025

Tracking Vincentian Volunteer Hours and Mileage

ServWare provides an “Hours and Mileage” ability to track and report on member hours and mileage.

Tasks involved in using the hours and mileage ability:

- Enable miles and hours tracking
- Enter miles and hours through visits...
- ...or at the Mi/Hrs tab.
- Print ServWare reports



Tracking Vincentian Volunteer Hours and Mileage

What is the value of tracking miles and hours?

- The Annual Conference Report submitted to the National SVDP organization asks for data on hours of service of members and non-members and estimated mileage contributed by members.
- The conference may also want to share this data with the parish, and...
- This data might be valuable in grant and funding requests.



Tax Deduction for Mileage and Hours?

- A member *may be able to deduct mileage* at the 2024 and 2025 charitable mileage rate of 14 cents per mile. To claim this mileage, you would need to exceed the standard deduction for your filing status and itemize your deductions. More information is at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- But a member *cannot deduct the value of hours of service*. IRS Publication 526 on “Charitable Contributions” at <https://www.irs.gov/pub/irs-pdf/p526.pdf> says you cannot deduct “the value of your time or services.”



Enable Hours and Mileage Tracking

To enable miles and hours tracking click “Mileage/Hours In-Service Tracking” at Admin > Conference Details > Configuration Options.

Conference Details - St. Margaret Mary

Created by mstine on 11/04/2016 10:10 PM / Last Modified by MilwSTMARGMRY on 07/31/2023 11:15 AM

[Conference Contacts](#)

[Configuration Options](#)

[Policies](#)

[Officers](#)

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Member Related Configuration Options

Mileage/Hours In-Service Tracking

Enable the ability to track and generate reports for mileage

Assign Conference Member Roles

Enable the ability to define and assign conference member

Enter Hours and Mileage through Visits

Visitors may then enter miles and hours on the Request screen, although only Visitor 1. (You must also enter a visit date).

Assistance Request - [Redacted]

Created by mcritton1 on 12/19/2024 09:34 AM / Last Modified by mkollmeyer on 12/27/2024 11:15 AM



General *Income/Expenses *Household Members *Assistance Req Files History

*Status

Open ▾

*Request Date

12/19/2024

Request Notes Use the scrollbar if shown or click the pencil icon to view all notes

[Redacted Note Content]

Address

Contact Information

[Redacted Address and Contact Information]

Visit Details

Home	<input checked="" type="checkbox"/>	1
Other	<input type="checkbox"/>	
Eldercare	<input type="checkbox"/>	
Hospital	<input type="checkbox"/>	

Assigned (1)

Visit Complete? Kollmeyer, Marlene ▾

Assigned (2)

Bishop, Meredith ▾

Mileage

24.00

Hours

0.45

Scheduled Date

12/26/2024

Time

04:00 PM

Visit Notes Use the scrollbar if shown or click the pencil icon to view all notes

[Redacted Visit Notes]

Enter Hours and Mileage through Visits

A little problem...

- ServWare allows you to specify two visitors, but the Mileage and Hours only apply to “Assigned To (1).”
- Since there must be two visitors, the administrator might need to enter Assigned To (2)’s miles and hours manually.
- Or, ServWare’s suggested workaround is to enter the sum of the mileage and hours for both visitors.

Assigned (1)	Assigned (2)	Mileage	Hours
Kollmeyer, Marlene	Bishop, Meredith	24.00	0.45



Enter Hours and Mileage at MiHrs Pulldown

- Or, you can enter miles and hours by clicking the blue “New Mileage/Hours Entry” button on the Mi/Hrs pulldown.
- In-service categories can be added at Admin > Selection List Options > In-Service Categories.

ServWare® Home Neighbors Requests View ▾ Mi/Hrs R

➤ Wisconsin - Milwaukee ➤ St. Margaret Mary

Mileage/Hours In Service

*Date 12/28/2024

Conference Member Kollmeyer, Marlene ▾

Non-Member ⓘ Non-Member

Mileage 12.00

Hours 0.45

In-Service Category Home visits ▾

Description

- Select --
- banking/bill paying
- Conference Meetings
- Council or higher meetings
- Home visits

Hours and Mileage for the Annual Report

Data for the Annual Conference Report including the miles and hours data can be generated using the Conference Activity Report under the Reports dropdown.

Report View - Conference Activity Report - Summary - St. Margaret Mary (10/01/23 - 09/30/24)

← Reports

Hours and Mileage Report

Total Hours of Service: Members	1,487.30
Total Hours of Service: Non-Members	20.00
Estimated Miles in Service	4,766.00

Having an Administrator Enter Hours and Miles

To assist in a common entry of hours and miles, an administrator might wish to build a roster of all members. A start would be to export the ServWare member list at Admin > Conference Members and the blue Export button.

But note that using member default miles and hours might make this unnecessary.

Conference Members

Export 

New Member

10 records per page

Search:

	Last Name ▲	First Name ◆	Member Role(s)	Home Phone	Mobile Phone	Email Address	Username	Login Dt	SW Role ◆	Contact ◆	Active ◆	
Edit	Broberg	Denise					dbroberg		ServWare User			Delete
Edit	Burke	Elizabeth					eburke	10/29/2020 08:01 AM	ServWare User		✓	Delete
Edit	Dominski	Vickie					vdominski	11/18/2020 07:11 PM	Conference Administrator	✓	✓	Delete

Having an Administrator Enter Hours and Miles

The administrator can then save the exported CSV file to an Excel or Google Sheets format.

Possibly the only change to the roster would be to add a column for the round-trip mileage to the conference meetings.

ID	First Name	Last Name	Mileage to Meetings
703	Elizabeth	Burke	1.6
789	Vickie	Dominski	2.4
790	Tim	Ewert	12.0
1354	Dennis	Harney	3.0
791	Elizabeth	Hashagen	2.5
677	Penny	Krafczyk	14.0

Having an Administrator Enter Hours and Miles

- ...although a member can also have default miles and hours values. This could assume that a trip to the meeting location and/or a home visit would always be the same distance from the member's home and about the same number of hours (e.g., 1.5 hours).
- The default always appears for that member, but it can be overridden.
- This option must be enabled at Admin > Conference Details > Configuration Options > Enter Default Mi/Hrs for Member/Volunteer.

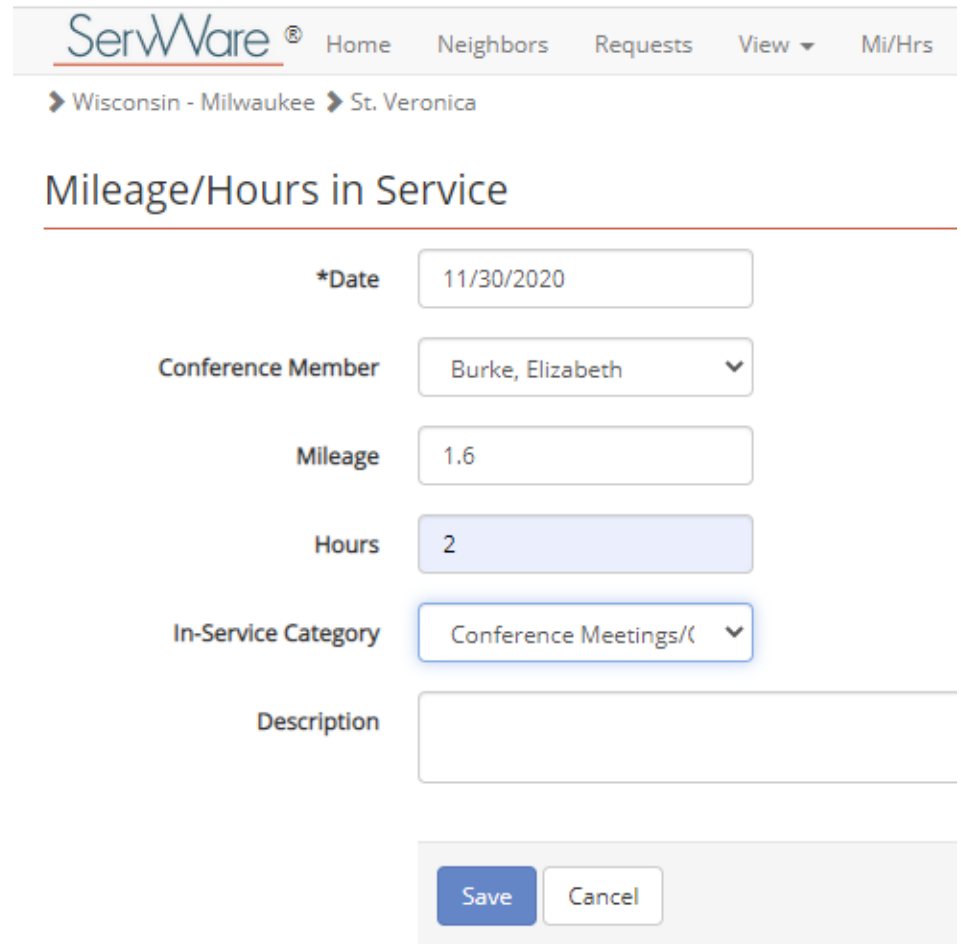
Conference Member - Meredith

Created by MilwSTMARGMRY on 02/13/2017 09:31 A

General		Membership	
Title		*First Name	Meredith
Address Line 1			
City			
Milwaukee			
Home Phone			
*Member Type		Email	
Active		mjbisho@a	
Emergency Contact			
Default Mileage ⓘ		Default Hours ⓘ	

Having an Administrator Enter Hours and Miles

- The administrator can then “take attendance” for a meeting and enter mileage and hours for each member present at Mi/Hrs and the blue New Mileage/Hours Entry button.
- Except you must hit the button for each member, enter the data, and hit Save.
- Events such as trips to a meal site could be managed in the same way.



The screenshot displays the SerWare web interface. At the top, the navigation bar includes the SerWare logo, a 'Home' link, and menu items for 'Neighbors', 'Requests', 'View', and 'Mi/Hrs'. Below the navigation bar, the breadcrumb trail shows 'Wisconsin - Milwaukee' and 'St. Veronica'. The main heading is 'Mileage/Hours in Service'. The form contains the following fields:

- *Date:** 11/30/2020
- Conference Member:** Burke, Elizabeth
- Mileage:** 1.6
- Hours:** 2
- In-Service Category:** Conference Meetings/()
- Description:** (empty text area)


At the bottom of the form, there are two buttons: a blue 'Save' button and a white 'Cancel' button.

Having an Administrator Enter Hours and Miles

Members should be encouraged to enter their mileage for visits.

But the administrator could review requests to ensure the mileage and hours have been entered, and enter the information if necessary.

(And possibly be willing to make a reasonable guess at the mileage, or simply use the member's meeting mileage, and apply a standard hours, maybe 1.5.)

	Assigned (1)	Assigned (2)	Mileage	Hours
<input checked="" type="checkbox"/> Visit Complete?	<input type="text" value="Kollmeyer, Marlene"/>	<input type="text" value="Bishop, Meredith"/>	<input type="text" value="24.00"/>	<input type="text" value="0.45"/>
Scheduled Date	Time		Visit Notes  Use the scrollbar if shown or click the pencil icon to view all notes	
<input type="text" value="12/26/2024"/>	<input type="text" value="04:00 PM"/>		<hr/>	

(Be sure to check Home.)

Having an Administrator Enter Hours and Miles

So, the sum of the meeting hours, special events such as trips to a meal site, and home visits should add up to all miles and hours.





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