

EXCEPTIONAL PERSONS, INC.

DIRECT MILEAGE REIMBURSEMENT GUIDELINES

Effective January 16, 2009, all of the following must be included on each entry for direct mileage to be reimbursed. This includes all mileage with persons served in the vehicle.

- Date when transporting person(s) served.
- Destination/Description/Purpose – this includes where you left from, specifically where you are going and where you returned to if applicable. Destination must be specific enough to identify the exact location that can be verified against the progress note; i.e. University Hy-Vee, Waterloo WalMart, Kimball Ave Drug, College Square, Ansborough Veridian, University Dollar General, address of friend's house. If necessary to identify exact location, the full address should be included.
- Destination must also include identification of person(s) served. If multiple people in the site/service have the same initials, specify full name. For hourly services, specify full name.
- Beginning and ending odometer readings.
- Total miles.
- Miscellaneous expenses need to include the location and the person(s) served as well as the amount with detailed receipt attached.
- Employee signature
- Supervisor's approval

The top of the sheet must also be completed for both direct and indirect mileage to be reimbursed including staff name, department/program/site, supervisor name and who to bill the mileage to if applicable. All mileage sheets, both direct and indirect, must be legible.

Trip Rate Mileage – Both direct (person served in vehicle) and indirect (person served not in vehicle) mileage for provision of trip rate service is to be documented separately from site mileage under department 280. The entire round trip is part of trip rate mileage and cost and is not to be included under the site.

Please note that any direct mileage not including all of the above will not be reimbursed effective January 16, 2009 as the cost is unallowable to our programs.