

# Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS)

## Request for Vendor Payment: Transportation Mile Log Instructions

### Instructions for Completing This Form

The *Transportation Mile Log* must be completed for each qualified provider who renders transportation mile under the VF/EA participant direction model. A separate *Transportation Mile Log* must be completed for each transportation mile provider at the following frequency:

- Monthly - when the provider renders the service at least once a month or more frequently.
- OR
- Each time the provider renders the service – when the service is provided on a less than monthly frequency.

Please note that the maximum timeframe that can be covered by one *Transportation Mile Log* is one calendar month.

The following information is to provide guidance in completing the table:

- One row must be completed for each round trip provided. A round trip is defined as from the point of first pick-up to the service destination and the return distance to the point of origin.

Example: On October 11, 2012, Anna (the transportation mile provider) is picking up Juanita (waiver participant) from Juanita's home at 9am and transporting her to Licensed Day Habilitation at 9:30am. Anna then returns to her own home and picks Juanita up from Day Habilitation at 3:30pm and returns Juanita to Juanita's home at 4:06. Two round trips would be recorded for this example.

The first round trip in this example would be the mileage from Juanita's home (point of first pick-up) to the Licensed Day Habilitation (service destination) and the mileage from the Licensed Day Habilitation back to Juanita's home in the morning.

The second round trip in this example would be the mileage from Juanita's home to the Licensed Day Habilitation and the mileage from the Licensed Day Habilitation back to Juanita's home in the afternoon.

- Date – Enter the date that the transportation mile occurred.
- Begin Time – Enter the time at which the transportation mile provider arrived at the point of first pick-up.
- End Time – Enter the time at which the transportation mile provider arrived at the service destination.
- Mileage Units – The unit of service is one mile. The total number of miles for each round trip must be entered in this column.

- Point of First Pick-Up and Service Destination - The point of first pick-up is the place where the participant is picked up. The service destination is the place where the participant is being transported to.
- Reason for Transportation – Enter why the participant is receiving the transportation mile service.
- More Than 1 Participant – If the transportation mile provider is transporting more than 1 participant during any part of the round trip, yes must be entered in this column. If the transportation mile provider is only transporting 1 participant during the round trip, no must be entered.

When transportation is provided to more than one participant at a time, the provider will divide the shared miles equitably among the participants to whom transportation is provided. The provider or CLE is responsible to track the mileage, allocate a portion to each participant and provide that information to the Supports Coordinator for inclusion in the participant's ISP.

For the example provided, the table would be completed as follows for the first round trip:

DATE	BEGIN TIME	END TIME	MILEAGE UNITS	POINT OF FIRST PICK-UP AND SERVICE DESTINATION	REASON FOR TRANSPORTATION	MORE THAN 1 PARTICIPANT
10/11/12	9:00 AM	9:30 AM	52 MILES	JUANITA HOME/ ABC DAY HABILITATION	TRANSPORT JUANITA TO DAY HABILITATION	NO

CLEs are responsible for ensuring that the *Request for Vendor Payment Form* and the *Request for Vendor Payment: Transportation Mile Log* are completed and submitted together to the VF/EA FMS organization.