

Travel Reimbursement Requirements for Community Providers

You will be required to complete the Early Steps natural environment travel reimbursement form as follows:

- Provider Name (traveler) and signature attesting that the information is true and accurate
- Components to be completed on the form about each visit:
 - **Date of visit**
 - **Point of Origin** – What address did you come from?
 - **Destination** – What child did you visit? Please enter full name and address
 - **Purpose**- why did you go there? include last name of family
 - **Miles Traveled** – Please use the shortest mileage listed on MapQuest for the trip regardless of the route that you actually took.
 - **Charge** – If completing form electronically, this will automatically calculate. If completing manually please calculate the charge for the trip which is the total miles x .0445
 - **Parent signature is no longer required on this form, however you must submit your signed (by parent) Home Visit note to the service coordinator for auditing purposes.**
 - **Only provide the information for the highlighted fields. You will not be reimbursed if any highlighted fields are not completed.**

Requirements for reimbursement:

- You must use the shortest mileage listed on MapQuest for each trip regardless of route taken
- You must submit complete addresses for all travel. This includes a full street address, city, state and zip code (No abbreviations for City)
- All Travel logs must be listed in date order and not per child
- Travel is billed at \$0.445 per mile
- Travel is only billable for 1 hour treatment/sessions
- Travel is not paid if the child is not seen (no show or cancellation)
- Total travel for a child must also be added to their IAR
- If your form is completed incorrectly, illegibly, incompletely, or is missing receipts, it will be returned to you for correction
- If you routinely take a certain route due to traffic patterns or tolls, or need to take an alternate route other than the shortest due to detours, construction, weather conditions, etc., please note this on your reimbursement. This will enable us to take this justification into consideration.
- The travel log must be signed by the provider to attest to its accuracy
- Travel form must be original, no copies

The accounting department will be conducting periodic audits on travel reimbursements to confirm that requests are reasonably consistent with mileage as calculated by MapQuest. If your route is extended by a detour or some other unusual event, please make sure it is noted on the travel form so that we can take that into account during those routine audits.

Headquarters