

PARTICIPANT DIRECTED SERVICES MILEAGE LOG INSTRUCTIONS

Participants/representatives and service providers shall utilize the standardized mileage log provided by DAIL and DBHDID. Participants/representatives and service providers must maintain documentation of dates, times, odometer readings, and purpose of transportation and submit them according to their case management agency and/or financial management agency's written policy. **No modifications to the document are allowed.**

- At least one mileage log sheet must be used for each service provider. Participants/representatives and employees shall be held responsible for the accurate reporting of dates, times, odometer readings, and purpose of transportation.
- Mileage logs shall be completed in a clear and legible manner. A correction must be a single line through the mistake, with the initials of the personal making the correction and date. No other correction marks are allowable. Inappropriate corrections may result in a Corrective Action Plan (CAP), and may result in a delay of processing the mileage log/payment.
- Complete the mileage log as outlined below:
 - Service provider responsibility –
 - Date transportation provided – list the dates of providing approved service(s);
 - Start time/end time – list actual start time and end time with a.m. or p.m.;
 - Starting odometer/ending odometer – list odometer readings prior to the departure from the current location of the participant and when participant has arrived at their final destination; and
 - Purpose – list why transportation is being provided;
 - Participant/representative responsibility –
 - Signature and date - original signature of employer (i.e. participant or representative) and date signed; and
 - If transportation was purchased for use, attach all receipts to mileage log.
- The mileage rate reimbursement shall not exceed two thirds of the rate established in 200 KAR 2:006, Section 8(2)(d), if provided by an individual; the rate shall be adjusted quarterly in accordance with 200 KAR 2:006, Section 8(2)(d).
- If transportation is provided by a public transportation provider, the cost per trip as documented by the receipt for the specific trip shall be reimbursed.
- Total reimbursement distributed shall not exceed \$265 dollars per calendar month.

Note: By signing - the participant/representative/employer certifies that all information is true and correct.