



Mileage forms are due every two weeks. Mileage forms are due by the Monday following the end of the service period by Midnight if faxed or dropped off, and postmarked by Monday if mailed. Due to the timing of the payroll cycle, late mileage forms will result in late pay. Mileage forms must be signed AFTER all work is completed. Advance mileage forms will not be accepted. **Want to avoid the hassle of paper timesheets & mileage forms? Enter your time the quick, easy, and secure way at [www.mydirectcare.com](http://www.mydirectcare.com) today!**

<b>Employee Name (Please Print)</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Employee ID</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>For best results:</b> * Use BLACK ink * Print clearly inside the boxes * Fill out the Mileage Reimbursement completely and accurately
<b>Participant Name (Please Print)</b> <input style="width: 100%; height: 20px;" type="text"/>	<b>Participant ID</b> <input style="width: 100%; height: 20px;" type="text"/>	

Service Date (MM/DD)	Mileage - Rounded to nearest mile	Service Code
1 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
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5 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
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7 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
8 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
9 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
10 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
11 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
12 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
13 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

I, the Employee, certify that I have provided the services indicated above and that the Participant was not in a hospital, nursing home, or institution. False information or misrepresentation constitutes Medicaid Fraud.

**Employee Signature:** \_\_\_\_\_

**Date:**  <sup>MM</sup> /  <sup>DD</sup> /  <sup>YY</sup>

I, the Participant or Legal Guardian, certify that the above Employee provided the services listed for this Participant, the services were provided in accordance with the Support & Spending Plan, and the Participant was NOT in a hospital, nursing home, or institution. Falsification of this time sheet is considered Medicaid Fraud and may result in dismissal from the program and/or criminal prosecution.

**Participant Signature:** \_\_\_\_\_

**Date:**  <sup>MM</sup> /  <sup>DD</sup> /  <sup>YY</sup>



# Mileage Reimbursement Instructions

Want to avoid the hassle of paper timesheets & mileage forms? Enter your time the quick, easy, and secure way at [www.mydirectccare.com](http://www.mydirectccare.com)!

## These items must be completed for your timesheet to be processed:

- **Employee Name**
- **Employee ID**
- **Participant Name**
- **Participant ID**
- **Participant Signature & Date**
  - Must be dated on or after the last day worked.
- **Employee Signature & Date**
  - Must be dated on or after the last day worked.

## Each line of time must include:

- Service Date
- Mileage rounded to nearest mile
- Service Code

Make sure your mileage form is filled out completely and correctly, with all entries made neatly inside the boxes. Payment may be delayed if letters or numbers are not printed neatly inside the boxes WITHOUT touching any lines, or are not readable.

Please continue on a second mileage form if you run out of room on the first. Bold items on the list to the left must also be filled in on the second form.

For best results use BLACK ink

<b>Service Code</b>
TSM

*Back page is for information only. Please do not submit it with your mileage form.*

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