



PURPOSE

To document driver miles with a DSB eligible individual.

PREPARED BY

Driver documents the number of miles on the day(s) mileage occurred each month. DSB Vocational Rehabilitation Counselor calculates the amount of mileage, rate of pay, and amount payable to driver.

INSTRUCTIONS

Driver completes the following:

Driver Name: Enter driver's full name (first name, middle initial and last name).

Social Security Number: Enter the nine-digit SSN of driver.

Address: Enter the driver's most current street address, city, state and five-digit zip code.

Period Covered: Enter the two-digit month, two-digit day, and four-digit year for the beginning date of current report month.

To: Enter the two-digit month, two-digit day, and four-digit year for the ending date of current report month.

Mileage Column: Enter the actual number of miles in the Mileage column on the correct date line identified in the Day of Month Column.

To/From: Enter the start destination, arrive destination, and end destination for each day mileage is claimed. (Example: If the trip is from Asheville to Cherokee, then the "To/Form" line should read-Asheville to Cherokee to Asheville)

DSB Employee completes the following:

Total Mileage: Enter the total number of miles identified in the Mileage column.

Rate per Mile: Enter the rate per mile for each mile driven for the period covered.

Amount Payable this billing period: Enter the total amount the driver will be paid for the period covered.

Authorization Number: Enter the authorization number the amount will be paid against.



TRANSPORTATION SERVICES INSTRUCTIONS

The Driver signs and dates the form.

The Eligible Individual signs and dates the form.

The VR Counselor signs and dates the form.

DISTRIBUTION

Original: Claims Processing with Authorization

Copy: DSB Case file