Shopping, CI, Waiver, BSB, Private Pay

MILEAGE REIMBURSEMENT INSTRUCTIONS

Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Service Code.

Fill circles like this:	● ● ● ●	**Not like this:**	✓ ✗ ⊘
Fill boxes like this:	A B C 1 2 3	**Not like this:**	ABC 12 3

1. Employee Name. Print Employee's Name.

2. Employee ID. First seven digits of employee ID number.

3. Member Name. Print Member's Name.

4. Member ID. Seven digit member ID number.

5. Sunday that Started this pay period. The date of the Sunday at the beginning of the pay period, in MM/DD/YY format. For example, if the first day of the week you worked was Tuesday, 11/15/16, then this would be **11/13/16**.

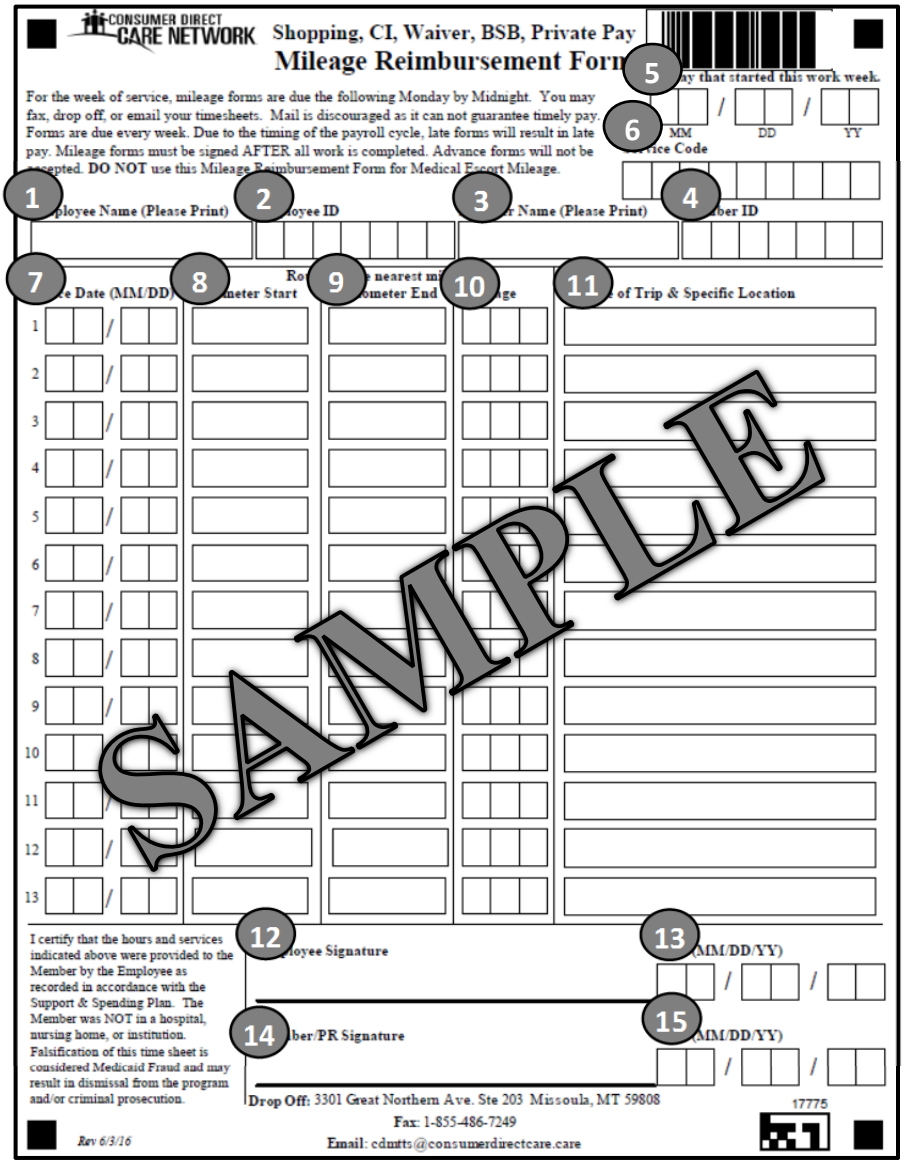
6. Service Code. The code for the service you performed this pay period. Start your code in the FIRST box. Leave any extra boxes empty.

7. Service Date. The date services were provided, in MM/DD format.

8. Odometer Start. Your odometer reading at the start of your trip. Round to the nearest mile.

9. Odometer End. Your odometer reading at the end of your trip. Round to the nearest mile.

10. Mileage. Total mileage for your trip. Round to the nearest mile. (Odometer End – Odometer Start = Mileage)



11. Purpose of Trip and Specific Location. List the required details of your trip here.

12. Employee Signature.

13. Employee Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked

14. Member Signature.

15. Member Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked