

How to Complete the Mileage Reimbursement Form:

If your client is approved for mileage reimbursement, please complete the form correctly.

1. Dates:

Please allow one entry per line. One week's worth of mileage on one line is not permitted. Even if you go to the same place throughout the week, you need to list the accurate odometer readings and specific trip purposes per day.

2. Odometer Readings

Odometer readings must be accurate. Always double-check your work. I determine your total mileage based on what you list in the Odometer Start and Odometer Finish columns, not what you put in the Total Mileage column.

3. Trip Purposes

The State of Montana requires trip purposes to be specific to your client's needs. Trips must be approved activities listed in your client's Personal Support Plan. Please be specific and make sure your trips are relevant. **You cannot list the name of a town as a trip purpose.** Please consult with your client and/or their guardian to review their approved activities.

4. Signatures:

Your signature and the client's/or guardian's signature are required.

Please call me with any questions. Thank you for your hard work and dedication.

Naomi Birkett

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