

GVRA



Georgia Vocational
Rehabilitation Agency

Provider Travel Reimbursement Training

For additional questions contact:
Providermanagement@gvs.ga.gov



Purpose

- Overview and Description of VR Provider Travel Reimbursement
- What services qualify for travel reimbursement
- Fees/Service Details



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Provider Travel Reimbursement Services

- Provider Mileage- miles traveled by a provider that is compensated at the state employee rate, commuter miles are deducted.
- Travel Time- additional fee created to compensate the provider for their time while traveling.





Provider Mileage

- **Commute Miles:** The number of miles an employee/provider drives to and from work. Provider commute miles **must** be deducted for each provider reimbursement when there is a travel reimbursement.
- In the event a provider's home is designated as their business location and there is no travel from home to a business location, then the business location for reimbursement can be calculated from their business to the closest VR office or the provider can deduct 50 miles from each round-trip reimbursement request as the commute miles and apply other miles traveled to the mileage reimbursement calculation. ***Rate changes annually**



Provider Mileage

- Prior to issuing an authorization to the provider, staff will request travel miles from the provider. (commute miles deducted)
- Only approved services are eligible for travel reimbursement.
- These services can be found in the provider's service agreement under the Travel Provision section.
- In the event that a provider travels to a designated location to deliver a service and is unable to deliver the service no travel reimbursement will be considered. This does not include situations where an appointment is confirmed with client in advance.



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Contracted Providers who provide the following services are eligible for travel reimbursement:

- CVE
- LVE
- Job Coaching
- Adj Counseling to Blindness
- Comprehensive Voc Profile
- Work Place Readiness
- O&M Service
- Vision Rehab Therapy
- Screen Reading Training
- Driver Training
- Certified Driving Rehab Specialist
- Some Pre-ets Services
- TAT Training
- Braille Instruction



Provider Mileage

- When group services are being provided; Providers must inform each counselor issuing an authorization **to ensure only actual miles traveled are reimbursed** as to prevent over payment.
- Group services travel reimbursement **must** be split between each participant.
- Travel reimbursement **must** be preauthorized. Mileage not included in the approved authorization but included on a providers invoice will be returned to the provider for correction.
- Providers should maximize efficiency and coordinate schedules for cost effectiveness.
- Providers must submit with invoice a **Travel Reimbursement Log** to validate actual miles traveled for payment.





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Provider Mileage Log

Georgia Vocational Rehabilitation Agency
Vocational Rehabilitation Program

Provider Reimbursement Mileage Log

NOTE: This form must be submitted to VR staff issuing authorization with all other required documentation for mileage reimbursement.

Participant

Provider Business
Name:

Driver's Name & Address

Amount being paid per mile Contract Service Agreement? Yes No

Date of Travel Mo./Day/Yr.	Purpose of Trip	Beginning Address	Ending Address	Beginning Odometer	Ending Odometer	Commute Miles	Total Mileage
1) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Client Signature _____ Date _____
"By my signature, I certify this is an accurate account of my attendance and mileage record."

Driver Signature _____ Date _____
"By my signature, I certify this is an accurate account of my attendance and mileage record."

VR Staff Authorizing _____ Date _____
"By my signature, I certify this is an accurate account of travel that has been verified by Map Quest."



Travel Time

- **Travel Time:** Is an additional fee for time while traveling. The fee will be determined as follows:
- Total reimbursable travel miles as determined in the “Travel provisions” section (after deduction of commute miles) divided by 50 miles will equate to one hour of travel time. Travel time (in calculated hours) will be compensated as follows:
 - Total hours round-trip: 0 to 1.99 hours/no additional fee
 - Total hours round-trip: 2-3.99 hours / \$20.00; or
 - Total hours round-trip: 4-5.99 hours/ \$40.00; or
 - Total hours round-trip: 6 or more hours / \$60.00
 - Amounts above will not be pro-rated for fractional calculated travel hours; rather the flat fee will apply once the calculated hour threshold is met.



Example Problem

Details:

- Provider XYZ INC. is located Dunwoody, Business address is the same as home address.
- Closest GVRA location is the Tucker Office
- CVE is taking place in College Park
- Distance between Dunwoody and Tucker: 12 miles
- Distance between Dunwoody and College Park: 27 miles
- State Employee are reimbursed \$.585 cents per mile

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Example Problem Questions

How much will XYZ INC. be reimbursed for provider mileage?

How much will XYZ INC. be reimbursed for provider travel time?



Example Problem Answers

Mileage Calculation:

Actual Miles- Round Trip from Dunwoody to College Park is 54 miles.

Commuter Miles- Round Trip from Dunwoody to Tucker is 24 miles

54 miles (actual miles) – 24 miles (commuter miles) = 30 miles

30 miles * .585cents (State employee rate) = \$17.55



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Example Problem Answers

Travel Time Calculation:

$$30 \text{ miles} / 50 \text{ miles} = .6 \text{ hours} = \$0.00$$

- Total reimbursable travel miles as determined in the “Travel provisions” section (after deduction of commute miles) divided by 50 miles will equate to one hour of travel time. Travel time (in calculated hours) will be compensated as follows:
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Aware Service Categories and Procedure Codes

Procedure Code	Procedure Description	Service Category	Procedure Category
00045	FACILITY PROVIDER TRANSPORTATION,U= Mile @ St Rate	Transportation - Private	CRP - Transportation
00046	Facility Provider Travel Time	Transportation - Private	CRP - Transportation
03153	NON-FACILITY PROVIDER TRANSPORTATION,U=Miles@St Ra	Transportation - Public	Transportation & Travel Time
03156	NON-FACILITY TRAVEL TIME	Transportation - Public	Transportation & Travel Time
PRE-00041	PRE-ETS Facility Provider Transportation (CRP)	PRE-ETS: Miscellaneous	PRE-ETS: Transportation and Travel (CRP)
PRE-00042	PRE-ETS Facility Provider Travel Time (CRP)	PRE-ETS: Miscellaneous	PRE-ETS: Transportation and Travel (CRP)
PRE-03158	PRE-ETS Non-Facility Provider Transportation	PRE-ETS: Miscellaneous	PRE-ETS: Transportation and Travel (Non-Facility)
PRE-03159	PRE-ETS Non Facility Travel Time	PRE-ETS: Miscellaneous	PRE-ETS: Transportation and Travel (Non-Facility)