ISS INDEPENDENT SUPPORT SERVICES INC.
*Make your Own Path*

**SD MILEAGE REIMBURSEMENT FORM – Multiple Vehicles**

This form may be used to reimburse mileage expenses for service-related or personal activities when transportation is provided in a vehicle owned by:

1. a participant/family who use multiple vehicles to transport multiple individuals;
2. a staff person who uses multiple vehicles to take participants for service-related transportation; or
3. any person who uses multiple vehicles to take participants for personal related activities

A separate SD Mileage Reimbursement Form is required for each Participant, Payee, additional dates, or budget line.

Participant _____ For Month and Year _____

**For Multiple Vehicles Owned by Participant or Staff**

Payee (Vehicle Owner): _____

Vehicle owner is: ☐ Participant/Family ☐ Staff (Check one) Mileage type is: ☐ Service related ☐ Personal (Check one)

Comments:

**Service-related Mileage (Transportation must coincide with an approved Plan activity)**

| **Date** (MM/DD/YY) | **Starting Location** (Physical Address) | **Destination** (Physical address) | **Support Activity** | **Miles Traveled** | **Vehicle Lic. Plate** | **Driver Initials** |
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**Total service-related miles traveled for the Month:** 0

**Total Miles _____ X Federal Mileage Rate _____ = _____ Total Requested Reimbursement**

The vehicle owner name and signature are only necessary if the vehicle owner will be reimbursed for the mileage. The Self-Direction participant or his/her designee must sign in all cases. That signature will verify that mileage information is accurate.

I certify that the travel shown above was necessary in order for me to receive the identified services and/or supports from my SD Plan.

_____ _____

**Signature of Participant/Designee (Required)** **Date: (MM/DD/YY) (Required)**

Vehicle Owner: I certify that I provided this transportation using my own vehicle.

_____ _____

**Signature of vehicle owner seeking mileage reimbursement** **Date: (MM/DD/YY) (Required)**

**Signing and submitting false information may lead to a charge of Medicaid fraud**

Remit to: P.O. Box 1320, Monticello, NY 12701

Rev 5/31/18