

## North Central Early Steps Travel Reimbursement Guidelines

### **Basics of filling out and submitting the form:**

1. Fill out the traveler info at the top. Do not add your Social Security Number – it is already on file with UF Disbursements. Headquarters = home/agency address.
2. For each instance of travel (A0160 or A0080) complete one line.
  - a. Column 1: Date of travel
  - b. Column 3: Purpose (EI session, evaluation, etc.)
  - c. Column 4: Start/End time (must include am/pm)
  - d. Columns 5, 6, 7, 10, 11: Leave blank
3. Sign/date/title at bottom left – FORM MUST BE SIGNED. If you are a provider in an agency, please have supervisor sign/date/title at bottom right. If you are an individual provider, leave supervisor info blank.
4. Claims deadlines will apply just like they do for the regular claims form. You can submit this in the same Move-it message as your claims form or separately. If you do not get a response, we did not receive your submission.
5. Since this form is so much more involved, please submit it only once per month.
6. This form will be reviewed at the state level, so it is important that it is completed correctly. If you fail to provide full/accurate info, or to follow the FDOT mileage guidelines, your form will be returned for correction.

### **Instance of per mile travel reimbursement:**

1. Evaluation travel (A0080): roundtrip reimbursement per mile.
2. Ongoing service travel (A0160) to home or other setting where parent/guardian is present: Used in conjunction with NESF. NESF covers the first 25 miles of travel to the home/site. If travel to the home/site exceeds 25 miles, the overage can be billed per mile on the travel form. Provider will not be reimbursed for travel back to their home base.
3. Ongoing service travel (A0160) to daycare or other setting where parent/guardian is not present. Travel to the site can be billed per mile on the travel form. The amount of city to city travel shall not exceed the amount specified on the FDOT Matrix or Viewer. Provider will not be reimbursed for travel back to their home base.

### **Distinction of Vicinity and Map Mileage:**

1. Vicinity Mileage = travel within one city.
  - a. **Column 2:** Enter start/end addresses (or attach if space does not allow). Please note if roundtrip (eval only).
  - b. Please verify mileage by typing addresses into MapQuest. Printout can be attached as backup documentation.
  - c. **Column 9:** Add actual number of miles traveled (Map Quest) from start to end.
  - d. Mileage claimed in conjunction with NESF (25 miles +) will be 25 miles less than actual travel. (There is a note on the template of the travel form stating that, “mileage claimed may be less than actual when used in conjunction with Natural Environment Support Fee.”)
2. Map Mileage = travel from one city to another
  - a. **Column 2:** Enter starting city/ending city (Example: Gainesville to Ocala)
  - b. Please note if roundtrip (eval only)

- c. **Column 8:** Use FDOT mileage matrix or viewer to determine reimbursable mileage.
  - d. Mileage claimed in conjunction with NESF (over 25) will be 25 miles less than FDOT amount.
- 3. NEW: Since map mileage is calculated from city center to city center, it often shorts the traveler on miles to be reimbursed. When your actual traveled miles (from one city to another) exceeds the FDOT map miles, you may add the additional miles on the same line – add the extra miles in the vicinity mileage column. Please attach MapQuest or Google Maps printout showing the actual distance traveled. The total for the line should never exceed your documentation.**
4. Both map and vicinity will total together at the bottom.

#### **Troubleshooting and FAQs:**

1. NESF mileage is not to be recorded on this new travel form at all, and A0080 and A0160 are no longer recorded on NCES regular claims form.
2. Initial evaluations are the only type of service where roundtrip mileage can be claimed. For other services mileage is reimbursed to the location only (one-way). No reimbursement for travel back to home base.
3. The form must be signed by the traveler. You can submit a signed, scanned copy as a .pdf instead of Excel, as long as the quality is good enough for us to read. Photos of the form just aren't coming through good enough. Consider changing your type in Excel to a larger one before printing. This might help.
4. For agencies, each individual traveler should be submitting and signing their own form. Agency rep can sign as supervisor. The form is designed for use by individuals and that is how the state reimburses mileage.
5. Please submit this form only once per month, per traveler.
6. Child ID numbers must be included on each line so we know which child to pay the travel under. Please specify other details also (A0160 v. A0080, roundtrip, used with NESF, daycare, etc.)
7. Map mileage must be computed using the FDOT map mileage matrix or viewer.
8. If the mileage claimed is A0160 (overage for NESF 25 miles), it should be computed by FDOT site miles minus 25 miles.
9. If you travel to a city that is not listed on the FDOT viewer, you can attach a MapQuest printout as justification for the map mileage instead – it will still be Map Mileage as long as it is from one city to another.
10. If traveling within one city, each visit needs to be listed separately (with explanation and child ID number, and you must claim mileage in the "vicinity mileage" column. Vicinity mileage should be justified by input of addresses into MapQuest. Please attach the addresses and/or mileage calculation printout as back-up documentation.

#### **Reference:**

1. DOH CMS – Early Steps Policy Update effective 1/1/20: The natural environment support fee can only be billed when the service or IFSP meeting is in the natural environment and the child and parent/caregiver is present. For service provided in a daycare setting, NCES will reimburse mileage (A0160) not NESF (99600).
2. FDOT Mileage link: <https://www.fdot.gov/statistics/hwydata/intercity.shtm>