

Travel Reimbursement Request for Educable Child

Facility Name: Millcreek of Kosciusko

Bus/Route Number: Van 17
 Bus/Route From: 8/1/18 To: 8/31/18

Total Reimbursement Amount Requested												\$119.45
Date	Pick Up/ Drop Off	Stop No./Child's Name	Points of Travel	Miles Driven	Mileage Reimb. Rate	Mileage Reimb. Per Stop	Number of Travel Points	Return Trip to Service Provider Allocation Per Stop	Daily Mileage Reimb. Per Stop	Billable Days	Total Mileage Reimb. Per Stop	
8/1 - 8/30	Pick Up Route	1	Jane Doe	from Facility to 11402 Aponaug Rd. Kosciusko, MS 39090	3.50	\$0.54	\$1.89		\$0.59	\$2.48	14	\$34.78
		2	John Doe	to 609 Lucas St. Kosciusko, MS	2.20	\$0.54	\$1.19		\$0.59	\$1.78	14	\$24.95
		3				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		4				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		5				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		6				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		7				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		8				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		9				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		10				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
	Drop Off Route	1	Jane Doe	from Facility to 11402 Aponaug Rd. Kosciusko, MS 39090	3.50	\$0.54	\$1.89		\$0.59	\$2.48	14	\$34.78
		2	John Doe	to 609 Lucas St. Kosciusko, MS	2.20	\$0.54	\$1.19		\$0.59	\$1.78	14	\$24.95
		3				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		4				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		5				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		6				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		7				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		8				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		9				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
		10				\$0.54	\$0.00		\$0.00	\$0.00		\$0.00
Pickup & return to:		Facility	to 162 Aponaug Rd. Kosciusko, MS 39090	2.20	\$0.54	\$2.38	4					
Drop Off & return to:		Facility	to 162 Aponaug Rd. Kosciusko, MS 39090	2.20	\$0.54							
				15.80	\$0.54	Daily Mileage Reimbursement		\$8.53			\$119.45	

Authorized Signature: _____ Title: _____ Date: _____

Note: In the event a route changes (i.e. child leaving) a new travel log must be used.
Note: If this form is not completed correctly, it will be returned and payment will be delayed.