



Building community relationships through inclusion and participation

SDS Mileage Reimbursement FAQs:

(Updated March 2025)

- Mileage reimbursement is available only for approved mileage that occurred during working hours while the individual you support was in the vehicle with you. If the individual was not in the vehicle with you, the mileage is not reimbursable. **Please see Family Supervisor for approved mileage hours and rates**
- Mileage submitted must correspond with an individual's goals or services as stated in their ISA.
- When completing mileage reimbursement forms, include the full physical address of the "to" and "from" locations.
- Out of state travel and/or high mileage trips must be pre-Approved for reimbursement by MDS.
- Any questions about mileage reimbursement and what is considered reimbursable, check with the Family Supervisor or Human Resources.
- Mileage Reimbursement forms must be submitted to the family supervisor for approval.
- Once approved, family supervisor submits mileage sheets are submitted to the Fiscal Management Coordinator.
- Mileage reimbursement should be submitted at least monthly.
- Mileage past 90 days of the date incurred will not be reimbursed.

Staff Signature: _____

Date: _____

Printed Name: _____