

Submitting Your ODP Mileage Log



Submitting Mileage in the PA ODP Program

Mileage can be submitted by Participants, Common Law Employers (CLEs), and Service Support Professionals (SSPs).

There are two methods to submit mileage in the PA ODP program.

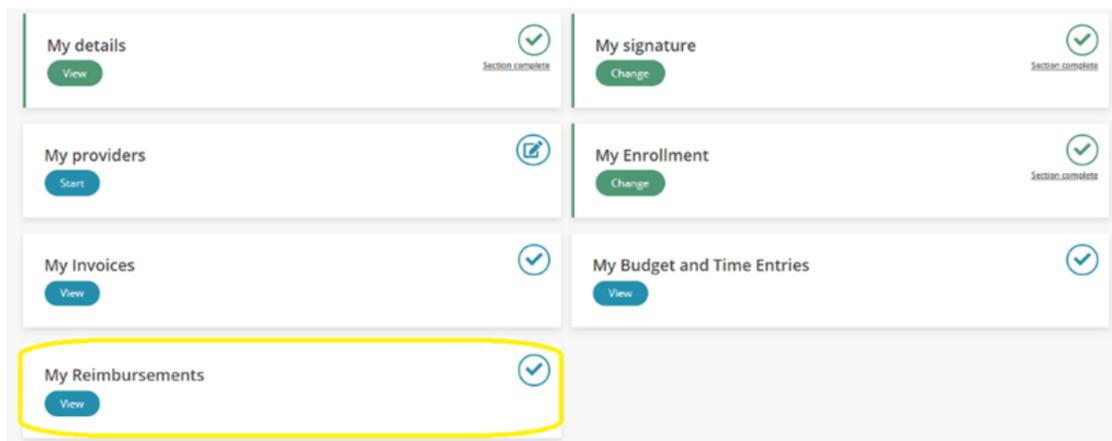
Only *one* option should be used for each submission.

1. Email the mileage log as an attachment to PPL directly, and the Invoice team will process it on your behalf. The email address to submit the mileage form to is: PAODP@PPLFIRST.COM
 - a. If this is the chosen option, the submission should only be emailed once and should not be entered via MyAccount.
2. The participant, CLE, or SSP, can enter the mileage directly into the MyAccount system. The submission must include the mileage log document.
 - a. If this is the chosen option, the submission should only be entered via MyAccount and not also emailed to PPL.

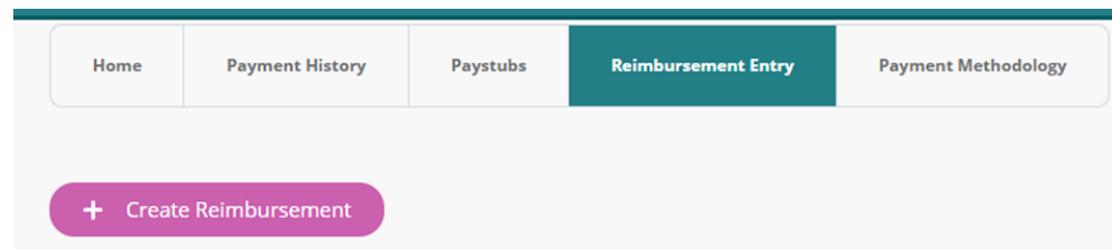
Participant/CLE Steps to Submit Mileage in MyAccount

Below are the steps to submit mileage invoices via MyAccount for a participant/CLE:

Select *My Reimbursements* from your enrollment dashboard.



Next, select *Reimbursement Entry*, then Click *Create Reimbursement*.



Fill in the required information on the screen. Be sure to include the mileage log by clicking *Attach Files*. The log should be in a PDF, WORD, or JPEG format. Click the submit button once you have filled out the form. PPL will then process and pay out the mileage on the next payday.

A screenshot of the 'New Entry' form. It includes a back arrow, a note to fill out fields and click 'Submit' when finished, and the following fields: 'Payee Name' (Colin Buckwalter), 'Service*' (dropdown), 'Date*' (4/14/2025), 'Units*' (0), and 'Rates*' (0.7). Below these are 'Supplier description*' (with a text area and example 'ex: where? who? what?'), 'Destination*', and 'Reason*'. At the bottom, there is an 'Attach Files' button (No file chosen) and a 'Submit' button. A calculation shows 'Total amount = Units * Rate' resulting in 'Total amount = \$ 0'.

SSP Steps to Submit Mileage in MyAccount

Below are the steps to submit mileage invoices via MyAccount for an SSP:

Select *My Invoices* from your enrollment dashboard.

The screenshot shows a grid of six dashboard tiles. The 'My Invoices' tile is highlighted with a yellow border. Each tile includes a title, a 'View' or 'Change' button, and a 'Section complete' status indicator with a checkmark.

My details View Section complete	My signature Change Section complete
My Enrollment Change Section complete	Time Entries and Earnings View
My Invoices View	My W-2 View

Next, select *Create New Invoices*.

The screenshot shows the 'Invoices' header with two buttons: 'Import invoices' and 'Create new invoice'. The 'Create new invoice' button is highlighted with a yellow border. Below the buttons are input fields for 'From:', 'To:', and 'Filter by status:'.

Next, select the participant's name from the *Individual DDD* dropdown. Then, click *Add a New Line*.

The screenshot shows the 'Create Invoice' form. The 'Individual DDD*' dropdown menu is highlighted with a yellow border. Below the form, the 'Add new line' button is also highlighted with a yellow border. The form includes fields for 'Invoice date*', 'Phone', 'Email', 'Address', 'FEIN', and 'Invoice number'. The provider is listed as 'Paige Klinsky'.

Fill in the required information on the screen. Be sure to include the mileage log by clicking *Attach Files*. The log should be in a PDF, WORD, or JPEG format. Click the submit button once you have filled out the form. PPL will then process and pay out the mileage on the next payday.

The screenshot shows the 'Add new line' table. The 'Attach receipt' button is highlighted with a yellow border. The table has columns for 'Action', 'Service date', 'Service code', 'Receipt', 'Service Unit', 'Rate \$', 'Total cost \$', 'Status', 'Check No', 'Timesheet No', 'Pend Message', 'Rejection Note', and 'Posting Date'. The 'Receipt' column contains a 'Drop file here to attach or Browse' button. The 'Total Invoice Submitted' and 'Total Invoice Paid' are both \$0.000.