



Transportation Mileage Log – Service Code W7271

Select one checkbox: Supports Service Professional (SSP) Common Law Employer (CLE)

Provider's or CLE's Name

First: Last: PPL ID:

Participant Name

First: Last: PPL ID:

Date of Service Delivery	Address from point of pick up	Address from point of destination	Purpose of Trip	Total Miles

Total Miles Driven (whole numbers only):

The purpose of this form:

This Mileage log is used to:

- Document all required information about the service, and
- Request payment for the service provided.

How to fill out this Mileage log and things to keep in mind:

Office of Developmental Programs (ODP) Bulletin Number 00-22-03 explains that all required information about the service provided must be present. Information you put on this Mileage log must abide by ODP rules about the Transportation Mile service as outlined in Attachment 1 of OPD bulletin 00-22-03. If any part of this Mileage Log is not completed, your reimbursement will be denied.

Submit miles **only as a whole number**. Miles submitted as a decimal will be rounded down for payment. Mileage is paid at the rate set by the Internal Revenue Service (IRS). Mileage must be documented per one way trip, not by round trip. Each one-way trip should fill out one row of the form. Each column for that row must be filled out. No column can be left blank. A trip is from the point of pick-up to a destination while the participant is in the vehicle. The purpose of the trip must be tied to a goal in the Individual Service Plan (ISP). This form should be submitted by the dates listed on the Invoice Payment Schedule on the PPL website at www.pplfirst.com.

Mileage logs need to be turned into PPL for payment within 150 days from the date of service. This allows for time needed to process claims. If the milage logs are not turned into PPL for payment within 150 days, the service may not be reimbursed by ODP.

Agree and Sign

I confirm that all information I have provided on this form:

- Was provided for activities identified in the ISP, and
- Is accurate and correct.

SSP mileage reimbursements require both the SSP and CLE signatures. CLE Mileage reimbursements require only the CLE signature.

Support Service Professional (SSP) Signature:

Date

Common Law Employer (CLE) Signature:

Date

Please submit this form to the PPL Admin email address: PAODP@pplfirst.com.