



West Virginia Transportation Mileage Log

Please submit all miles driven as a whole number, if submitted as a decimal it will be rounded down for payment and processing as fractions of units cannot be billed. Mileage will be paid per trip. A trip is defined as from the point of pick-up to the destination while the participant is in the car as identified in the service plan.

1. This invoice must be completed and submitted each pay period. Please do not put dates for more than one pay period on a single invoice. If more space is needed for a single pay period, submit an additional form for those dates.
2. Transportation services billed on this invoice will be reimbursed at a rate set by your participant/employer. Please write this on the form, the maximum rate per program rules is .50 per mile.
3. The participant/program representative must review, approve, and sign the invoice.

REQUIRED INFORMATION		
Participant Full Name	Participant ID	
Worker Full Name	Worker ID	
DATE	TRIP DETAILS	TOTAL MILES <i>*Whole numbers only*</i>
Total Miles Driven: <i>*Whole numbers only*</i>		

<p>Rate Per Mile: <i>The rate for mileage is set by the employer and cannot exceed .50 per mile. Please write the rate to be paid here.</i></p>	
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I verify that I have a current valid driver’s license, current vehicle inspection sticker, motor vehicle insurance, and vehicle registration as required by West Virginia State Law, and that the billing for services provided is accurate and complete.

Participant/Employer Signature

Date

Worker Signature

Date

Please return this form to Palco via email: accounting@palcofirst.com or via fax to **1.877.859.8757**
 or mail to **PO Box 242930, Little Rock, AR 72223.**