# Transportation Guidelines: Authorizations and Payments to Community Partners

## For General VR Services:

* Staff need to review each P/T contract to determine if the vendor has Transportation on their contract.
* For reimbursement to provider, the vendor has a standardized rate of $50 per hour.

## For Pre-ETS:

* Transportation does not need to be on the provider’s contract for Pre-ETS travel time since it isn’t a separate line item.
* Transportation is authorized within the Pre-ETS service time. VRS and Community Partner staff must agree to the number of hours included in each authorization for service and travel time. This conversation must be documented in case notes.
* Providers are reimbursed travel time at the contracted rate for the Pre-ETS service provided. Travel for group services should be divided among the number of students who participated in each session. Example: If the contract rate is $100/hour. 1 hour of round-trip travel for a group service where 5 students attended would be $100 divided by 5 students= $20/student.

| **Service** | **Mileage/Transportation Allowed to Vendor** | **Service Type** | **Service Title** | **CFP Applies** |
| --- | --- | --- | --- | --- |
| PBA | No | N/A | N/A | N/A |
| All other Adult Services(**Client is in vehicle**) | Yes | Transportation Services | Transportation to Vendor Transportation to Vendor for Assessment\*Needs to be on the Employment Plan\* | YesNo |
| All Other Adult Services(Vendor traveling to/from location, **no client in vehicle**) | Yes | Travel Expense to Provider | Travel Expense to Provider- Travel to/From Person\*Does NOT Need to be on the Employment Plan\* | No |
| Pre-ETS(with or without student in the vehicle) | Yes | Build into Service Hours | N/A | No |
| Potentially Eligible Pre-ETS(with or without student in the vehicle) | Yes | Build into Service Hours | N/A | No |