

**Adjunct Services**

**Vendor Travel for Provision of CRS Services**

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| Authorization # | Enter AV #. |
| Aware Participant ID | Enter Aware Participant ID |

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| VR District Office: Click arrow to select office. | Vendor: Click to enter vendor name. |
| VRC Name: Click to enter. | SFS Vendor ID: SFS Vendor ID. |
|  | Report Date: Click to enter a date. |

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| Customer First Name: Click to enter | Customer Last Name:Click to enter |
| Customer Phone Number: Click to enter | |
| Customer Email Address: Click to enter | |

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| **Vendor Travel to provide CRS Services**  Unit of Services = 1 mile  **Note**: Documentation of miles traveled to provide services must be submitted with report. | | |
| Only those miles travelled **over** 35 miles each-way (70 miles round-trip) are reimbursable. Use one of the below calculations (one-way or round-trip): | | |
| **One-way Trip Calculation** | | **Round-trip Calculation** |
| One-way miles: Enter miles. | | Round-trip miles: Enter miles. |
| 1. Miles over 35 per trip: Enter miles. 2. Trips taken: Enter # of trips. 3. Mileage Rate: $Enter rate. /mile | | 1. Miles over 70 per trip: Enter miles. 2. Trips taken: Enter # of trips. 3. Mileage Rate: $Enter rate. /mile |
| Total # of miles (A x B): Enter miles.  Total reimbursement (A x B x C): $Enter total reimbursement amount. | | |
| Dates traveled (i.e., 1/1/24, 1/5/24, etc.): List dates travelled.  Summarize services provided: Enter summary of services. | | |
| **Travel Details**  (All areas below must be verified for payment) | | |
|  | Distance traveled to provide authorized services was a minimum of 35 miles each way. | |
|  | **Mileage of travel distance verified by a valid mapping source (i.e., Google Maps, MapQuest, etc.)?** | |
|  | **Travel was authorized in conjunction with:** List service. | |

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| **Completed By:** |  |  |
| Enter staff name here. |  | Enter staff title here. |
| Printed Name |  | Title |
| Phone: Enter phone number. |  | Email: Enter email. |