

MEMO

To: Legacy Empowerment Services Staff
From: Anthony Perez, anthony.perez@legacynj.org, (848) 667-1323
CC: Mayra Martinez, mayra.martinez@legacynj.org
Date: 06/23/2021
Re: Mileage Reimbursement Policy

1. Due to the easing of CO-VID 19 regulations, we will now be reimbursing \$.50 per mile of travel while **with** participants.
 - a. Reimbursement will only be made to instructors providing CBS or Life Skills services where there is an outcome of community independence.
 - b. To be reimbursed, the driver must complete a transportation log with the time, pick up and drop off locations, the miles traveled, and it must be signed by the participant or their guardian.
 - c. Reimbursement will **not** be made for mileage accrued traveling to the participant, or returning from the participant.

2. The following are the requirements for the individual providing transportation:
 - a. Be a minimum of 18 years of age
 - b. Possess and provide proof of a valid driver's license
 - c. Have and provide proof of insurance coverage for the vehicle
 - i. Copies of driver's license and proof of insurance should be submitted to Anthony Perez, anthony.perez@legacynj.org

3. The following are the requirements for the vehicle being used for transportation:
 - a. Comply with all applicable safety and licensing regulations as set forth by the State of New Jersey Motor Vehicle Commission regulations;
 - b. Be maintained in a safe operating condition;
 - c. Contain seating that does not exceed maximum capacity as determined by the number of available seat belts and wheelchair securing devices