

# Entering Mileage Reimbursement Request

## eVeroMobile App

**\*Mileage-** When a person needs transportation to/from a service-related activity. Transportation costs and mileage must be related to a Medicaid reimbursable service within the Self-Direction Budget. Transportation related to IDGS services or those delivered by Self-Hired staff would be considered allowable reimbursable costs

**\* eVeroMobile app-** app utilized by staff to submit reimbursement requests. All reimbursement requests must be submitted directly on the eVero app

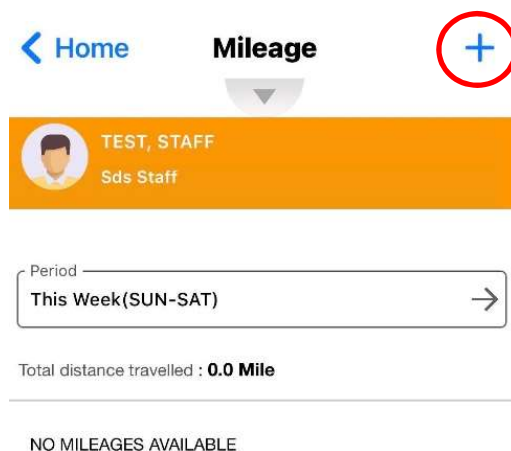
**\*Transportation Note-**

- In order to reimburse for IDGS mileage staff must be clocked in/providing services
- Transportation locations/destinations must be mentioned in the daily note in order to qualify for reimbursement

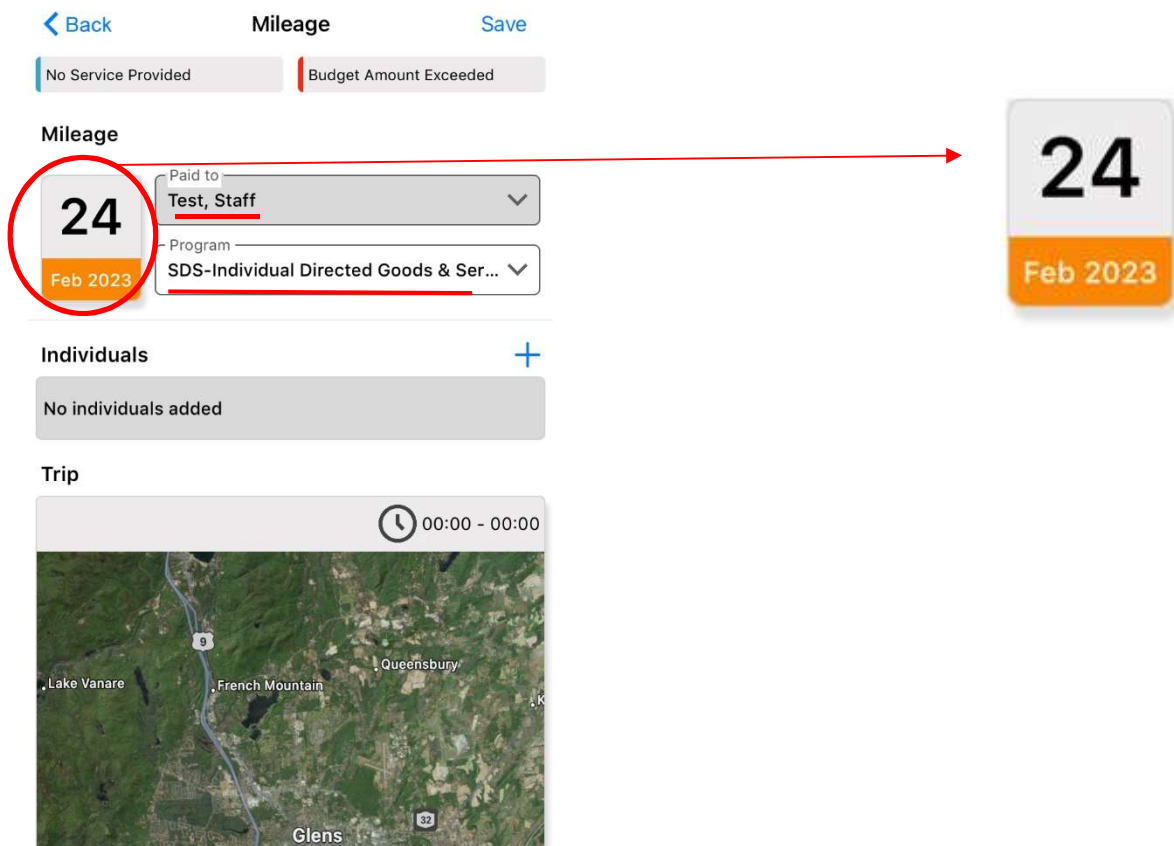
1. From the 'Home' screen select 'Mileage' icon



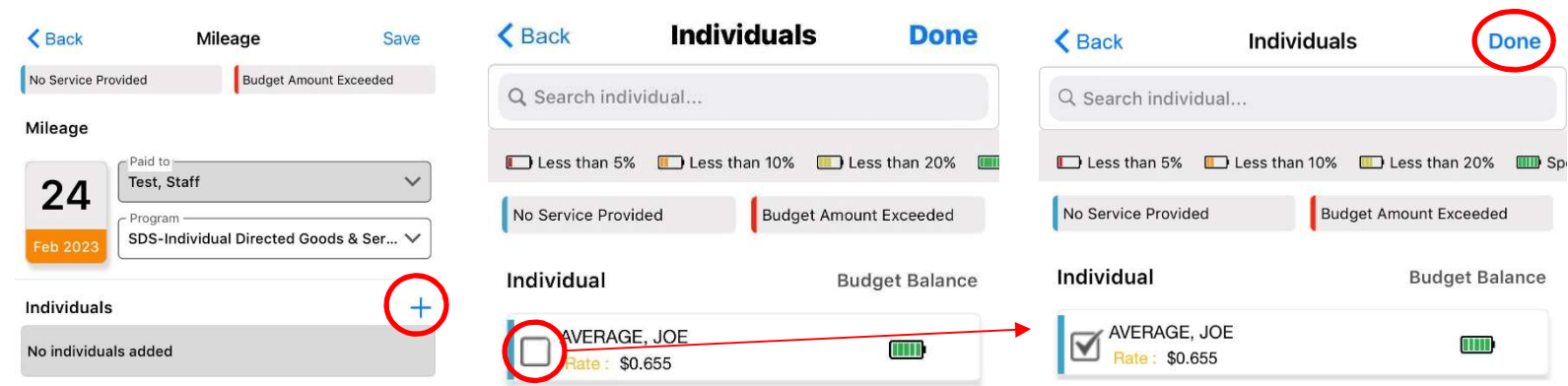
2. Under 'Mileage' screen, select the blue plus sign to enter new mileage request (top right-hand corner)



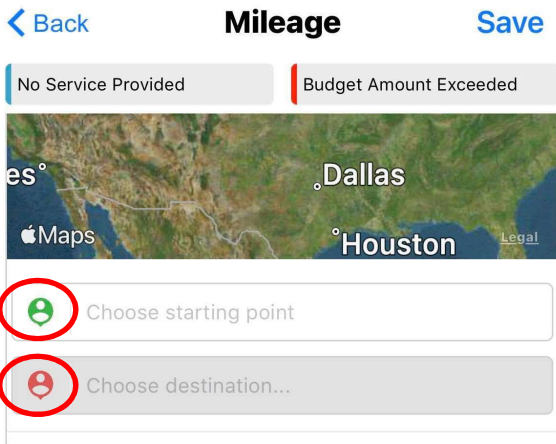
3. Select date of expense using the calendar icon (upper left-hand side of screen)
4. Ensure the 'Paid to' section reflects who is seeking reimbursement
5. Verify Program category is 'Individual Directed Goods and Services'



6. To choose individual select the blue plus sign (upper right-hand corner)
7. Select individual by clicking empty checkbox (selection indicated by grey checkmark)
8. Select 'Done' (upper right-hand corner)

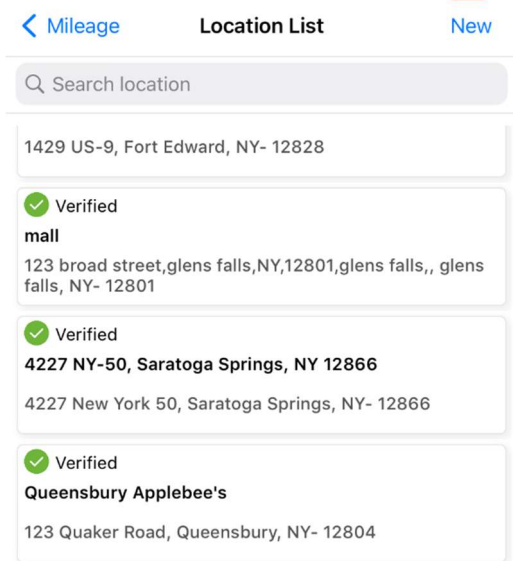


9. Enter 'Start' and 'Stop' locations ('Start' indicated by a green icon; 'Stop' indicated by a red icon)



10. Locations list will populate with any favorited locations (you can edit or delete by swiping left on the location box)

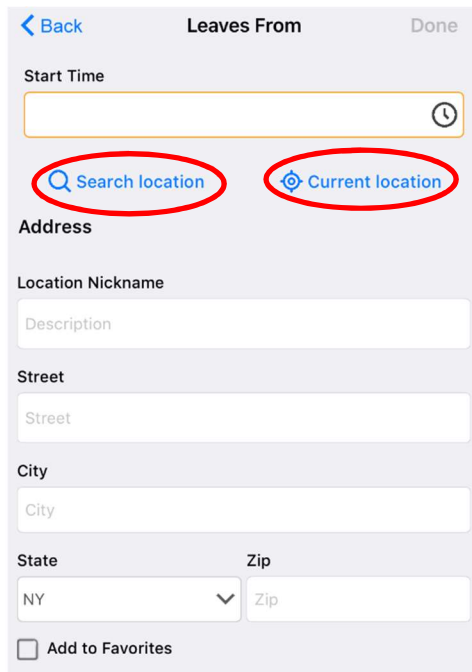
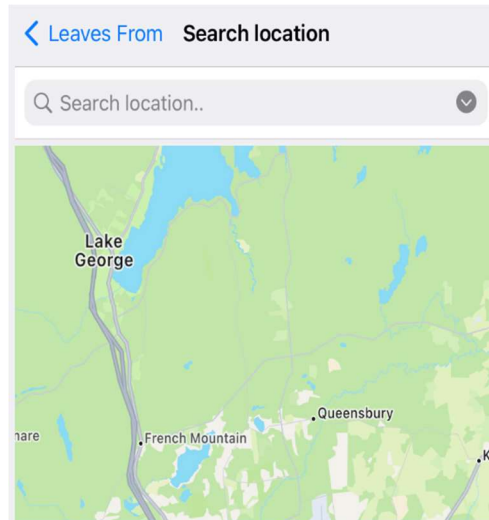
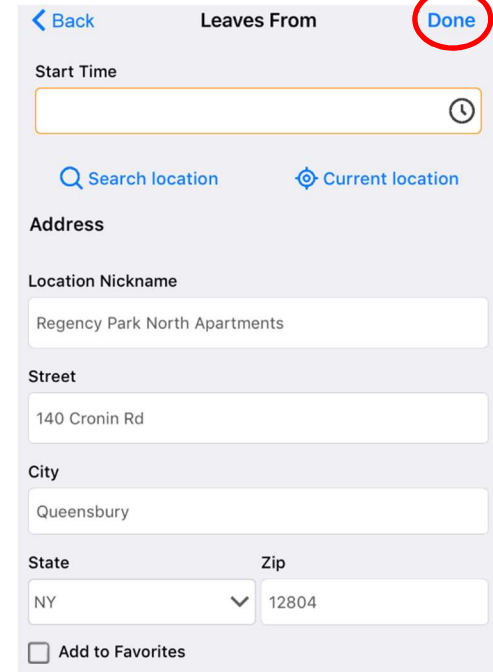
11. Select 'New' to enter new location



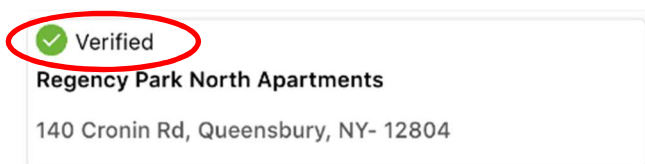
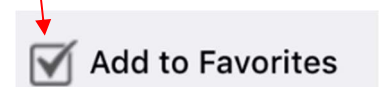
11.To 'Search Location' select 'Search Location' (upper left-hand side of screen)

12.For 'Current Location' select 'Current Location' (upper right-hand side of screen)

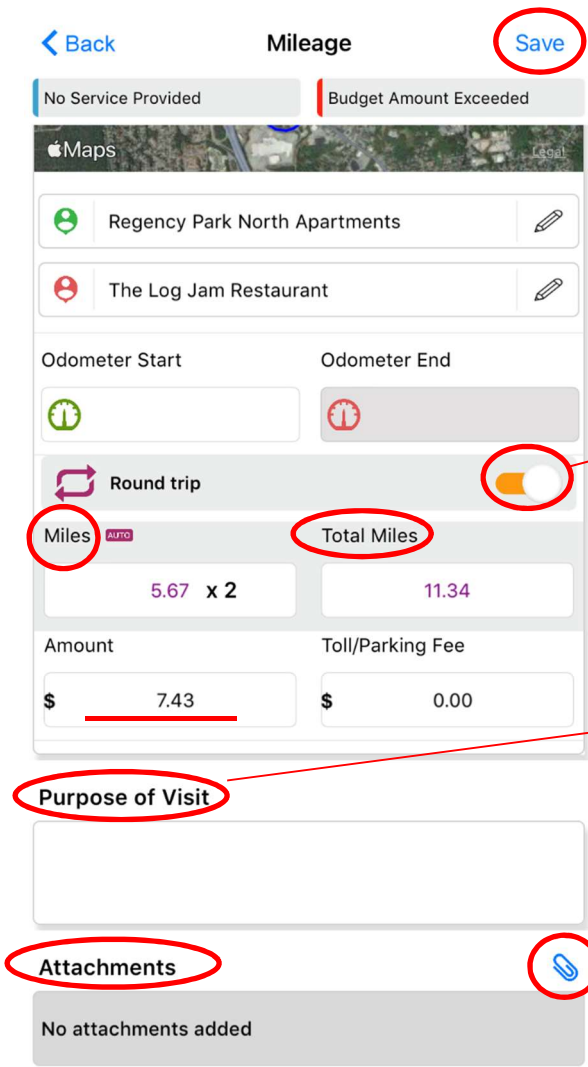
13.Once location is selected the address will populate; select 'Done' to continue entry

**Note:** To add frequented addresses to favorites, select 'Add to Favorites' (selection indicated by grey checkbox and will populate on locations list)

14. Verify number of miles traveled under 'Miles' and 'Total Miles' (indicated in purple)
15. If miles are 'Round Trip' select 'Round Trip' (selection indicated by orange toggle)
16. Reimbursement amount will calculate under 'Amount'
17. Enter note on visit under 'Purpose of Visit'
18. If mileage requires attachments due to parking fees/tolls attach using the blue paperclip and select 'From Camera' or 'From Photo Library'
19. Select 'Save' to save mileage entry



[Back](#) **Mileage** [Save](#)

No Service Provided | Budget Amount Exceeded

Apple Maps

Regency Park North Apartments

The Log Jam Restaurant

Odometer Start: [Clock Icon]

Odometer End: [Clock Icon]

Round trip: ☒

Miles: 5.67 x 2

Total Miles: 11.34

Amount: \$ 7.43

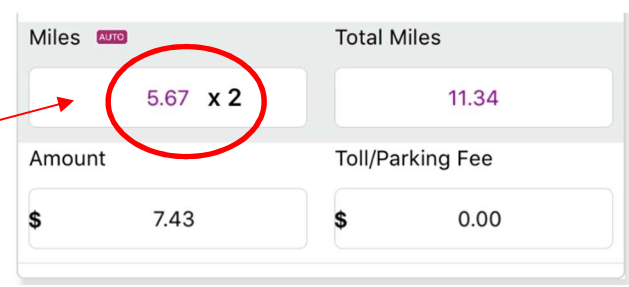
Toll/Parking Fee: \$ 0.00

Purpose of Visit

Attachments

No attachments added

Note for 'Round Trip'  
Select 'Round Trip' if you are traveling from point A to point B and back to point A (no other stops taken)

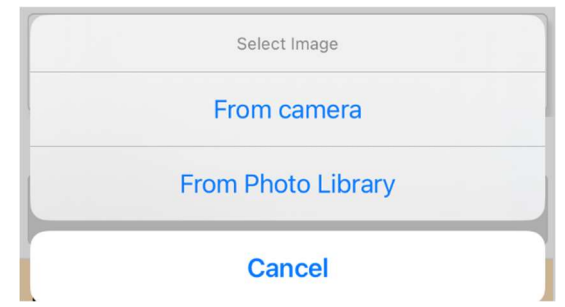


| Miles    | Total Miles |
|----------|-------------|
| 5.67 x 2 | 11.34       |

| Amount  | Toll/Parking Fee |
|---------|------------------|
| \$ 7.43 | \$ 0.00          |

**Purpose of Visit**

pick up Joe to grab lunch



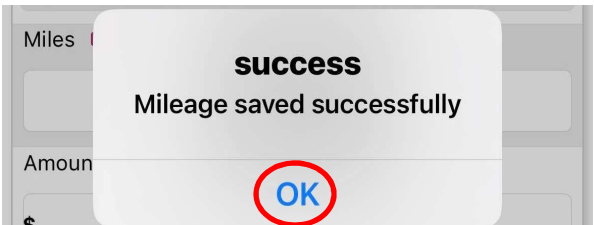
Select Image

From camera

From Photo Library

Cancel

20. Attention screen will indicate mileage was saved successfully; Select 'OK'



21.Return to 'Mileage' screen to review entry populated

22.Select blue plus sign (upper right-hand corner) for additional entries

