Entering Staff Mileage Reimbursement Requests

eVeroMobile App

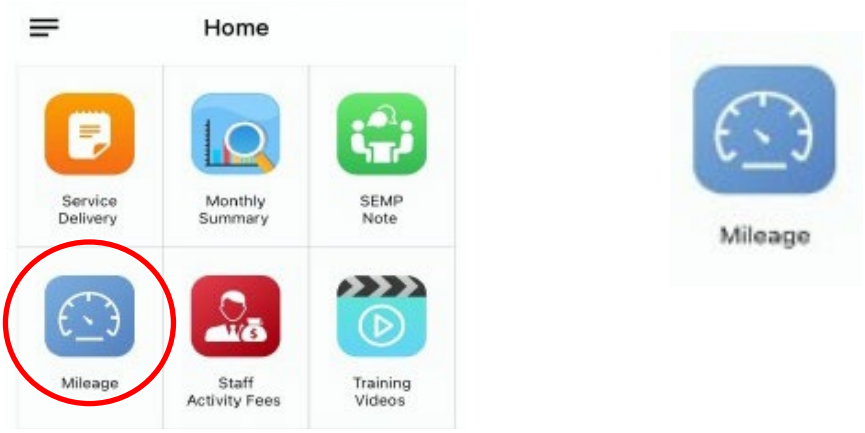
Mileage- When a person needs transportation to/from a service-related activity. Transportation costs and mileage must be related to a Medicaid reimbursable service within the Self-Direction Budget. Transportation related to IDGS services or those delivered by Self-Hired staff would be considered allowable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

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

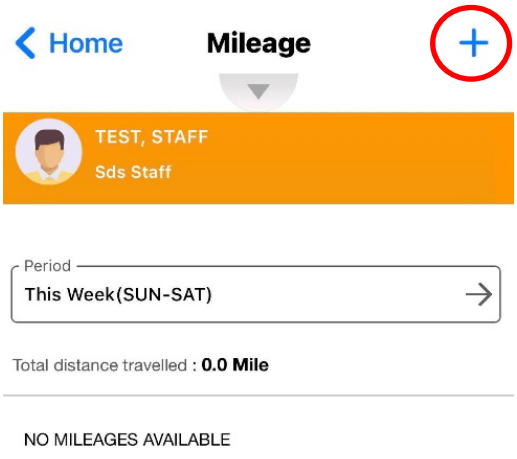
Transportation Note-

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

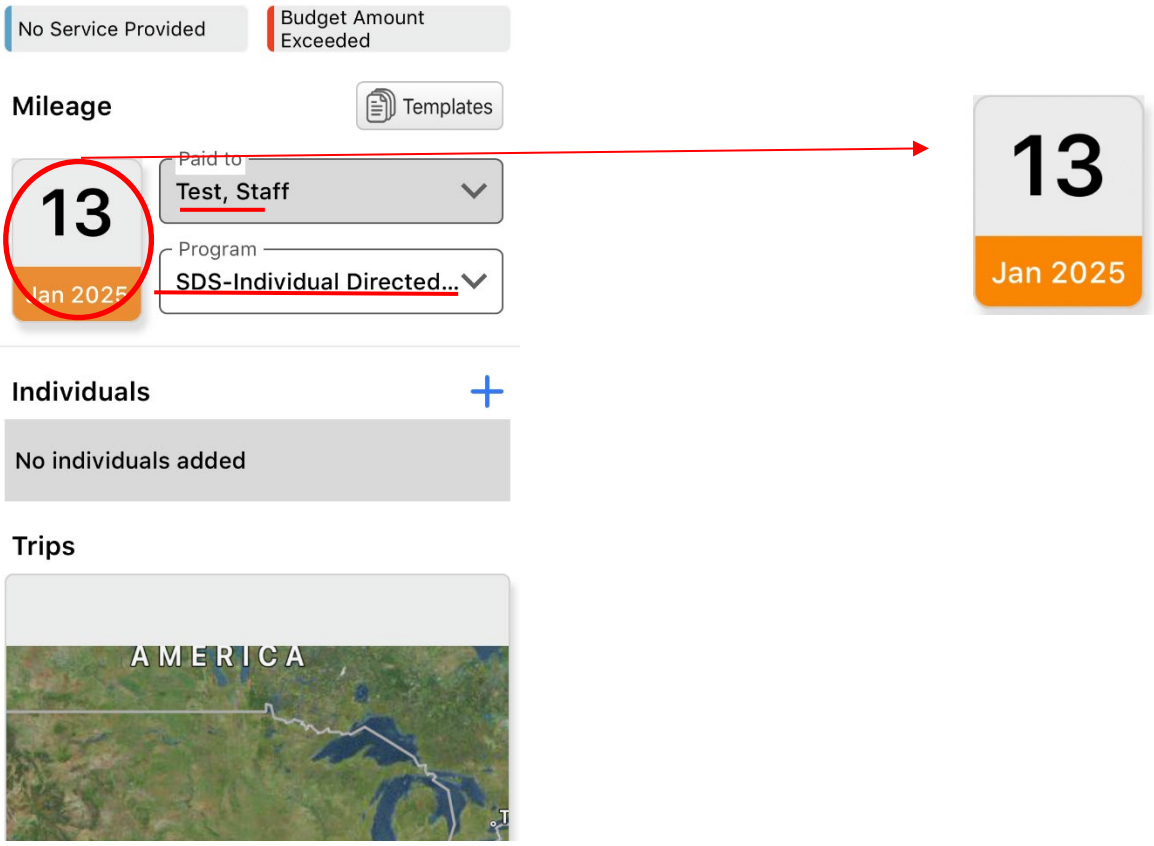
1. From the 'Home' screen select 'Mileage' icon



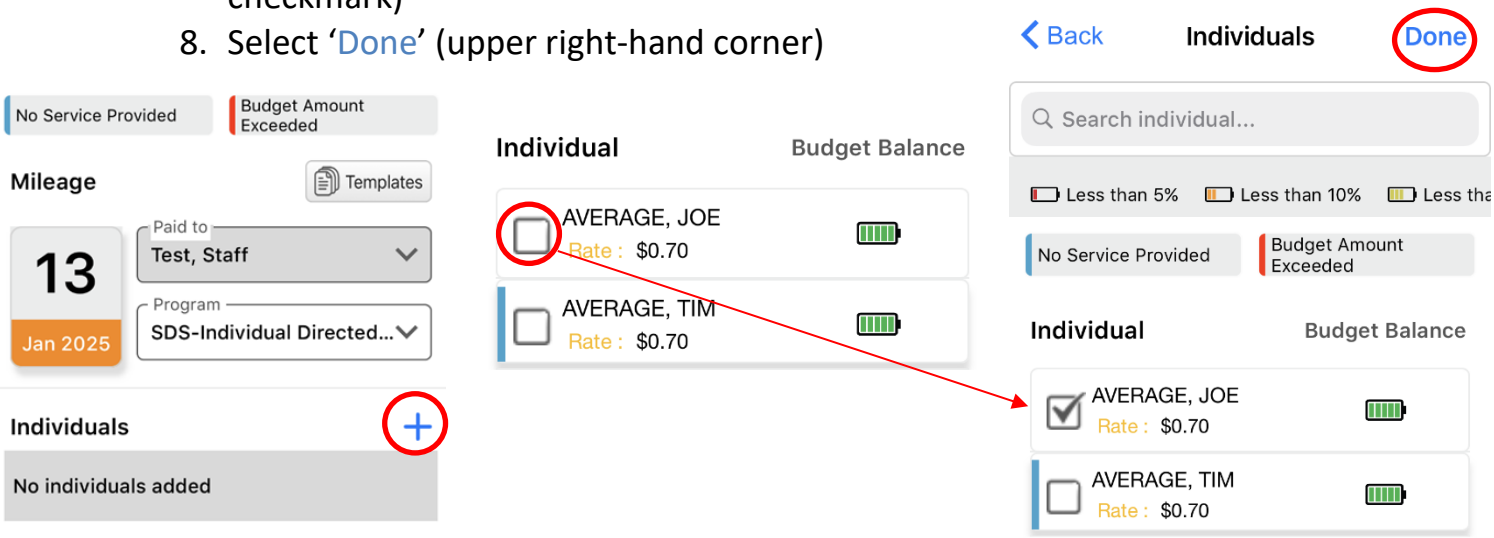
2. Under 'Mileage' screen, select the blue plus sign to enter new mileage request (top right-hand corner)



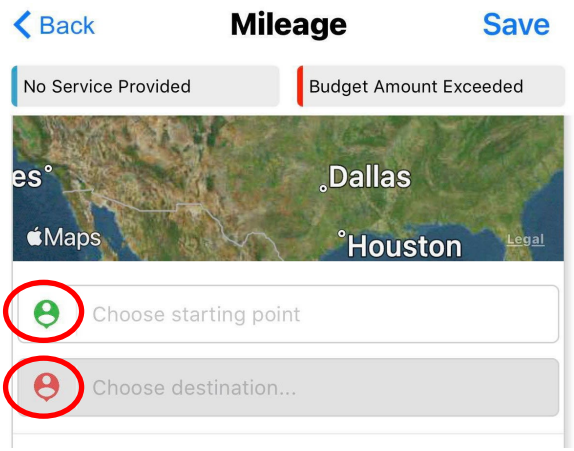
3. Select date of expense using the calendar icon (upper left-hand side of screen)
4. Ensure the 'Paid to' section reflects who is seeking reimbursement
5. Verify Program category is 'Individual Directed Goods and Services'



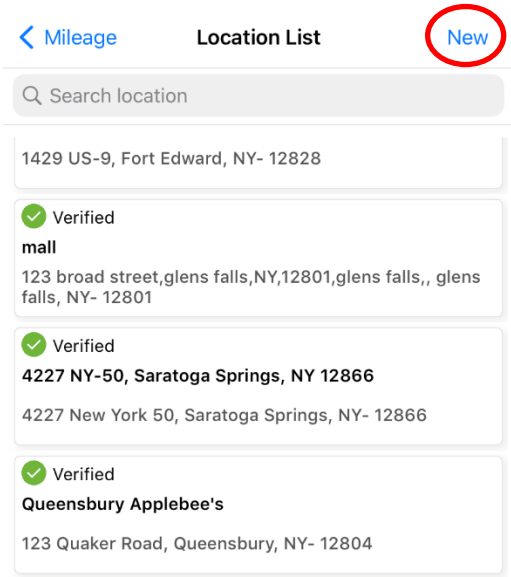
6. To choose individual select the blue plus sign (upper right-hand corner)
7. Select individual by clicking empty checkbox (selection indicated by grey checkmark)
8. Select 'Done' (upper right-hand corner)



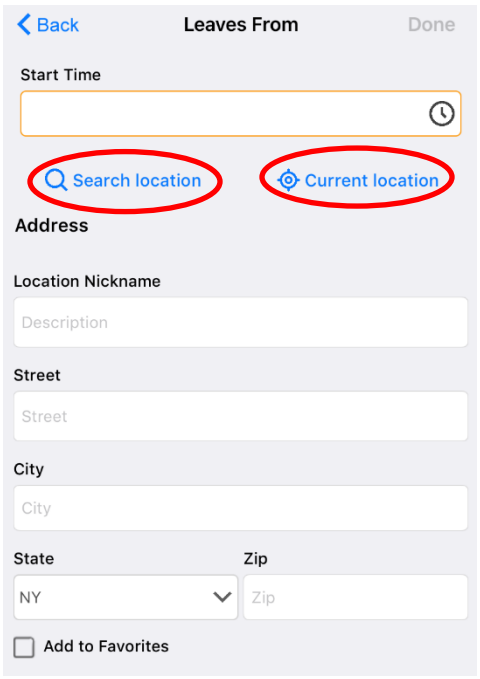
9. Enter ‘Start’ and ‘Stop’ locations (‘Start’ indicated by a green icon; ‘Stop’ indicated by a red icon)

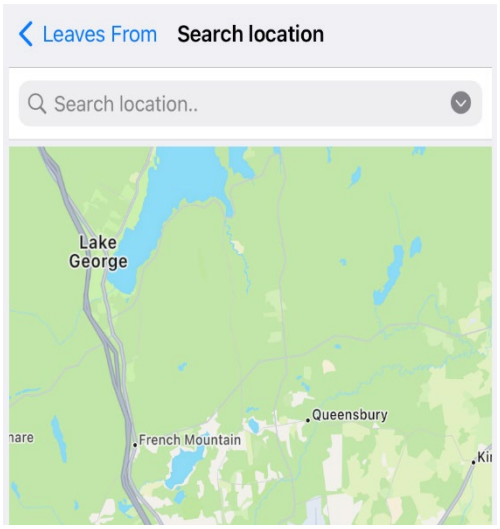


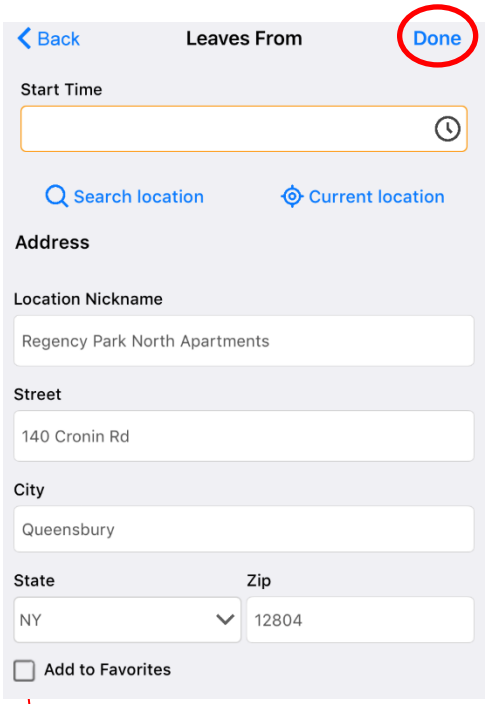
10. Locations list will populate with any favorited locations (you can edit or delete by swiping left on the location box)
11. Select ‘New’ to enter new location



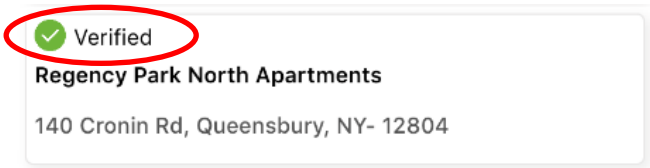
11. To ‘Search Location’ select ‘Search Location’ (upper left-hand side of screen)
12. For ‘Current Location’ select ‘Current Location’ (upper right-hand side of screen)
13. Once location is selected the address will populate; select ‘Done’ to continue entry

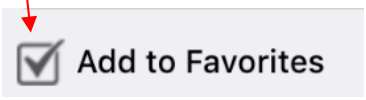




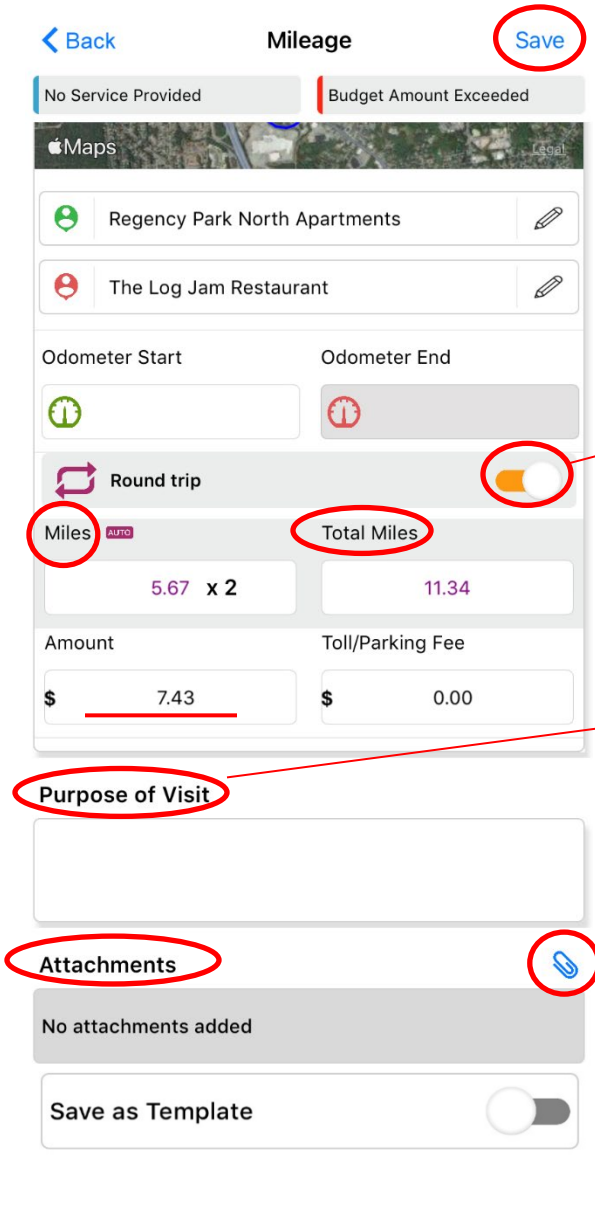


Note: To add <u>frequented addresses</u> to favorites, select ‘Add to Favorites’ (selection indicated by grey checkbox and will populate on locations list)

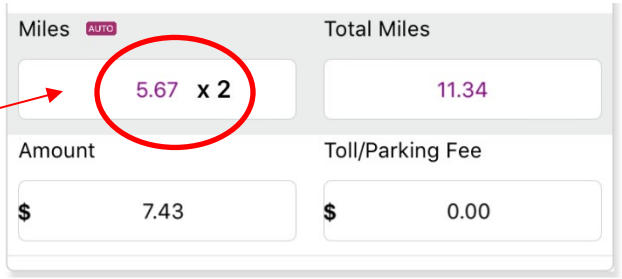


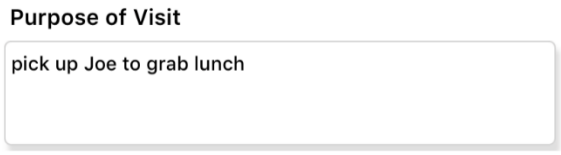


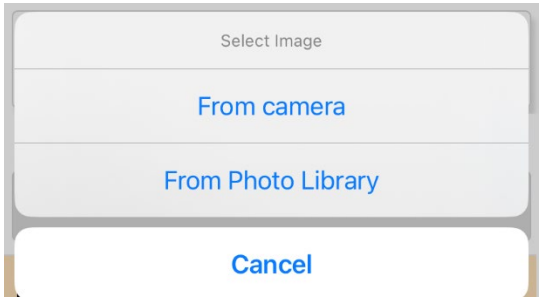
14. Verify number of miles traveled under ‘Miles’ and ‘Total Miles’ (indicated in purple)
15. If miles are ‘Round Trip’ select ‘Round Trip’ (selection indicated by orange toggle)
16. Reimbursement amount will calculate under ‘Amount’
17. Enter note on visit under ‘Purpose of Visit’
18. If mileage requires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



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)







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

