



For people with intellectual
and developmental disabilities

AGENCY WITH CHOICE

Mileage Reimbursement Sheet

Franklin & Fulton Counties
2314 Philadelphia Avenue
Chambersburg, PA 17202
Main Line: 717-264-4390
Fax: 717-264-4390

www.thearcoffranklinfultoncounties.com

Name of Employee: _____

Name of Consumer: _____

Pay Period: ___/___/___ to ___/___/___

	Date	Leave Time	Arrival Time	Odometer Out	Odometer In	Total Mileage	Departure Point Return Point	Destinations: All Places Visited	Managing Employer Sign	
1		:	:				_____			
2		:	:				_____			
3		:	:				_____			
4		:	:				_____			
5		:	:				_____			
6		:	:				_____			
7		:	:				_____			
8		:	:				_____			
9		:	:				_____			
10		:	:				_____			
11		:	:				_____			
12		:	:				_____			
13		:	:				_____			
14		:	:				_____			
Total Miles x \$.57				

My signature certifies that I received/provided a service on the date(s) listed above. I understand that payment for these services will be from federal and state funds, and that any false claims, statements, documents, or concealment of material facts may be prosecuted under Federal and State Laws.

Signature of Employee: _____

Date _____

The completed form must be returned to The Arc by mail or by fax according to the bi-weekly payroll schedule. **(Some exceptions may apply: holidays.)** Paychecks will be available based on the Payroll schedule. If you have questions or concerns, please contact The Arc office



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Employee Service Log

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Name of Employee: _____

Name of Consumer: _____

Pay Period: ___/___/___ to ___/___/___

Table with 5 columns: Date of Service, Type of Service (In-home or out), Hours of Service, Total Hours, and Managing Employer Signature. Rows 1-14.

(Rate of pay)

(Agency Rate- Office use only)

Total Hours of Service: _____ X _____ = _____

Total Hours of Service: _____ X _____ = _____

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Signature of Employee: _____

Date _____

The completed form must be returned to The Arc by mail or by fax according to the bi-weekly payroll schedule. (Some exceptions apply: holidays, due date falls on a Saturday or Sunday) Paychecks will be available based on the Payroll schedule. If you have questions or concerns, please contact The Arc office.