

Individual Supported: _____ EAF Coordinator: _____

Direct Support Person's (DSP's) Name: _____

DATE	DESTINATION (Eg. Library, Pool, Community Activity, etc.)	COST (eg. km x \$0.40 or bus ticket cost)
Total to be Reimbursed:		\$

Notes:

- Mileage is reimbursed at \$0.40/km.
- Please attach receipts if requesting to be reimbursed for taxi or bus tickets.
- It is recommended that this form be submitted on a regular basis for reimbursement.

***Please complete the section below and submit to your EAF Support Coordinator.**

We, the individual/family, agree to have the above transportation costs taken out of contract funding.

DSP's Signature

Date

Individual/Family Signature

Date

Direct Deposit to Family

Direct Deposit to DSP

The **Driving Information and Consent to Provide Transportation as Part of Job Function** form must be signed by the individual/family and the DSP and comply with Extend-A-Family Waterloo Region (EAFWR) procedures prior to a DSP being able to transport participants during working hours.

Transportation - The individual/family is responsible for all travel expenses for the DSP during contract hours however, funding may be used to cover program approved travel expenses for DSPs during work hours. Please use the **Transportation Reimbursement - From Contract Funding** form.

- Transportation costs may include mileage (for use of the DSP's vehicle), bus or taxi fees that are incurred during contract hours.
- Mileage will be reimbursed to the DSP by the individual/family, or through the contract, at a rate of \$ 0.40 cents per kilometre.
- All mileage or transportation costs must be approved by the individual/family in advance. Monthly mileage forms should be completed by the DSP and signed by the individual/family for a record to indicate receipt of payment or authorization for payment.
- For trips outside the region, flat rates for mileage may be negotiated with the knowledge of your Support Coordinator.
- Mileage to and from the family home can be negotiated with your Support Coordinator for contracts in rural areas, where distance is a barrier.
- Any exceptions to the above must be approved by your Support Coordinator/EAFWR.

Expenses - Expenses incurred for the individual and for the DSP, related to the contract, are the responsibility of the individual/family.

- Expenses (ie. admissions, meals out, supplies) may not be charged to the contract.
- It is recommended that Monthly Expense forms be completed by the DSP with receipts attached and signed by the individual/family as a record and to indicate receipt of payment.
- All expenses need to be approved by the individual/family in advance.
- If eating out in the community is part of the contract goals, the individual/family is responsible to pay for the individual and the DSP. If the contract is under three (3) hours in length, and a snack is purchased, the DSP will be expected to pay for themselves. If the activity/work shift is longer than three hours it is the responsibility of the individual/family to provide for the meal/snacks.
- All other expenses (ie. craft, baking, educational supplies) are the responsibility of the individual/family.
- Any exceptions to the above must be approved by your Support Coordinator/EAFWR.