

DHCC TRAVEL REIMBURSEMENT POLICY FOR OVR

DHCC has a PA State Contract, which is used by various state departments to establish interpreting services with DHCC. OVR in Philadelphia and Norristown are enforcing the travel reimbursement policies of this contract. Therefore, DHCC must follow suit and enforce new policies.

THESE POLICIES REPRESENT VERY IMPORTANT CHANGES. PLEASE READ CAREFULLY.

These policies are effective February 14, 2010.

- 1. Mileage claims from starting point to job and return 10 miles or under for one-way will not be reimbursed.**

This policy is in the PA State contract and will be strictly enforced by OVR. DHCC will follow the contract. Please do not claim mileage for your start trip to OVR job and the return if the mileage one way is 10 miles or less.

- 2. Ongoing assignments that last 30 consecutive days or more will receive no travel reimbursement no matter the distance.**

Ongoing OVR jobs that last 30 days in a row or more, whether for a consumer or staff, will not include reimbursement for any travel expenses.

- 3. Travel reimbursement will be for the shortest distance as appears in Google directions. This is the amount that you need to list on your travel form. That is all OVR/DHCC will pay. If route does not include tolls, then no tolls will be reimbursed.**

In checking addresses with Google, we found that the more information about the address, the better the chance of higher mileage. When you enter a town and zip code, there is no way of knowing the point Google uses to calculate the trip. The difference may be as much as 3 miles and that could also be the difference between the 11 miles minimum for reimbursement and no reimbursement.

PLEASE DO YOUR GOOGLE CHECK AND SELECT THE LOWEST MILEAGE AMOUNT FOR YOUR TRAVEL REIMBURSEMENT.

- 4. Reimbursement of travel from OVR assignment to next interpreter address will only be to the maximum of trip from OVR address to interpreter home address.**

If you are not returning home, OVR will only pay half the distance to the next job location as measured by Google. This amount must be no more than the return trip home. If half the amount of your trip is less than the return home and 11 mile

or more, you submit that amount. If your next trip is to for personal business and not to your home, the same rule applies that the amount of mileage must be not more than the trip if you returned home and 11 miles or more.

5. Help DHCC save administrative time.

Please review your billing form and OVR travel form to make sure the mileage and expense amounts are the same on both. Please check the math to make sure the totals add up and mileage calculations are correct.

The following current policies are still in effect and must be followed:

1. You must complete OVR travel forms and receipts and submit at the same with your invoice for the job or you will not be paid for the travel expenses.
2. Show starting address with zip code but as a minimum list town, state and zip code.
3. Show ending address with zip code or same minimum as above.
4. Write round trip if you are requesting round trip reimbursement to your home and then there is no need to enter another line for the trip home. Put the total miles of the return trip.
5. If you went to another job address from OVR job instead of returning home, list that address and show only half the mileage since the next customer should pay the other half. **NEW:** The mileage must be 11 miles or more and no more than mileage to your home if you returned home.
6. If you did not go to another job but to another location for your own personal reason, you may still only bill mileage 11 miles or more and no higher than a return trip to your home.
7. You must attach receipts for tolls and parking.

DHCC staff understands that the Interpreters have options and do not need to accept OVR jobs. We have informed OVR that we may have trouble filling some of the jobs in the future. However, interpreters are able to claim travel expenses on their income tax return so this is something you can consider and still accept the OVR jobs. DHCC has no option but absorb the loss if we pay interpreters for travel expenses that we cannot get reimbursed for. We cannot afford to do this.

We appreciate your cooperation and understanding. Please contact Iris Boshes if you have any questions.