# Vocational Rehabilitation Services Manual C-1400: Supplemental Services

Revised January 2, 2019

## C-1402: Transportation Services

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### C-1402-4: Processing Transportation Payments

Staff may authorize the payment of transportation in advance to the customer.

Transportation payments (recurring or nonrecurring) are limited to one of the following:

* Actual cost to customer for public transportation
* Actual mileage times a maximum of $.55 per mile when paid directly to a private or third party
* Actual mileage times a maximum of $.21 per mile, not to exceed $50 per week, when paid directly to the customer.

Transportation costs that are over $200 for a single transaction require:

* VR Manager approval;
* a service justification case note that includes calculations and source used to define "actual mileage"; and
* verification of customer participation in the VR service that required transportation.

Staff must email [VR RHW Data Maintenance](mailto:vr.rhw.DataMaintenance@twc.state.tx.us) to have the customer established as a provider when the amount is over $400.

Do not use a pseudo number to create a service record for nonrecurring transportation that is over $400.

Do not use “Maintenance” specifications in ReHabWorks to make transportation payments.

Documentation for recurring and nonrecurring transportation must include:

* a service justification case note that includes calculations and source used to define "actual mileage"; and
* verification of customer participation in the VR service that required transportation.

Transportation warrants are mailed:

* directly to the customer or third-party payee; or
* to the VR office in exceptional circumstances and only with VR Supervisor or VR Manager approval.

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