



Individual is: ☐ Employed in the community ☐ Enrolled/attending Post secondary school and/or Pre-Employment Program

The service coordinator/case manager is responsible for submitting this form along with the Transportation Stipend Reimbursement Check list and all supporting documentation to the DDRB.

In order for the request to be processed proof of current employment (most recent paycheck stub) or proof of attendance in postsecondary school (most recent class schedule or acceptance letter) must be attached

Billings for reimbursement must be submitted within 90 days from the date the expense was incurred.

Lifetime Amount Remaining: \$ _____ Staff Initials: _____

Transportation Stipend Reimbursement Check List

The case manager/service coordinator is responsible for submitting this checklist along with the supporting documentation reimbursement request form.

The employment agency is responsible for maintaining all required supporting documentation listed below for

Customer Name

Date

Lead Agency / CM / SC

Motor Vehicle Purchase

- _____ Proof of valid driver's license (Expiration date : _____)
- _____ Proof of ownership
- _____ Proof of current insurance
- _____ Proof of Kelley Blue Book vehicle valuation
- _____ Bill of sale (copy of receipt)
- _____ Sales tax (copy of receipt required only if requesting reimbursement)
- _____ Initial licensing fees (copy of receipt required only if requesting reimbursement)

Motor Vehicle Repair

- _____ Proof of ownership
- _____ Proof of valid driver's license
- _____ Proof of current insurance
- _____ Receipt(s) for repair or parts

Driver Education/Driver Training

- _____ Driver's Permit
- _____ Driver's Assessment Results
- _____ Receipt(s) for Driver Education/Driver Training

Public Transit

- _____ Paid Receipt(s) (include name of business, address, contact information, date of service and amount)

Private Transit

- _____ Paid Receipt(s) (include name, address, contact information, date of service and amount)