

Did you know?



eXPRS Pro Tip for DD Personal Support Workers (PSWs)

Mileage vs PSW Travel Time

Did you know ...

... that **Mileage & PSW Travel Time** are not the same thing?

Mileage is reimbursement for providing transportation to an I/DD individual(s). It is a service authorized by a CDDP, Brokerage or the CIIS Program for the PSW to provide to an individual(s). The individual being served is with/receiving care from the PSW at time the mileage expense is incurred. Mileage is authorized & reimbursed at a rate of **\$0.485 per mile** for miles driven while transporting an individual. (Mileage rate for CIIS PSWs is \$0.50 per mile).

Travel Time is a payment to the PSW for the time needed to travel between the locations for the individuals they serve in a single day. It is a benefit provided by the PSW collective bargaining agreement for work-site to work-site commute time once the PSW has started their work day. There are no individuals with or being served by the PSW during a PSW's Travel Time. Travel time is paid at a rate of **\$14.65 per hour** for the travel time billed for **dates 4/1/18 and later**. Any travel time paid is counted as "hours worked" by the PSW for their authorized weekly hours limit & PSW overtime calculations.

Additional information & specific instructions on how to enter **PSW Travel Time** can be found in the below resources on the **eXPRS Help Menu**:

- **How to Create Travel Time Claims** user assistance guide:
<https://apps.dhs.state.or.us/exprsDocs/HowToCreatePSWTravelClaims.pdf>
- PSW Travel Time billing demonstration video:
<https://www.youtube.com/watch?v=jE7nff5tm6s>