



# **Institute for Research, Assessment & Professional Development**

College of Education / Department of Special Education, Rehabilitation & Counseling

## **Travel Authorization Rates and Process**

Per DOR CRP Guidelines:

- Travel expenses need to be authorized prior to the delivery of services.
- Travel can be on the same authorization as the CVE or ESA (see example).

Authorize for a total of 5 days for CVEs- only the days a client is seen will be billed.

### **CVE-Travel Authorization- El Centro**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900
- Service Provider Travel- Lodging
  - 5.00 each @\$90+ tax= \$450 + \$45= \$495
- Service Provider Travel- Meals
  - 5.00 each @ \$41= \$205
- Service Provider- Travel Time
  - 5.5 hours @ \$35/hour= \$192.50
- Service Provider Transportation- Mileage Private Vehicle
  - 330 miles – 50 miles= 280 x .545 each= \$152.60

### **CVE- Travel Authorization- Palm Desert**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900
- Service Provider Travel- Lodging
  - 5.00 each @\$95+ tax= \$475 + \$57= \$532
- Service Provider Travel- Meals
  - 5.00 each @ \$41= \$205
- Service Provider- Travel Time
  - 3 hours @ \$35/hour= \$105.00
- Service Provider Transportation- Mileage Private Vehicle
  - 152 miles – 50 miles= 102 x .545 each= \$55.59

### **CVE- Travel Authorization- San Marcos**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900
- Service Provider Travel- Lodging
  - 5.00 each @\$125+ tax= \$625 + \$62.50= \$687.50
- Service Provider Travel- Meals
  - 5.00 each @ \$41= \$205
- Service Provider- Travel Time
  - 5 hours @ \$35/hour= \$175.00
- Service Provider Transportation- Mileage Private Vehicle
  - 170 miles – 50 miles= 120 x .545 each= \$65.40

**CVE- Travel Authorization- Temecula**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900
- Service Provider Travel- Lodging
  - 5.00 each @\$95+ tax= \$475 + \$57= \$532
- Service Provider Travel- Meals
  - 5.00 each @ \$41= \$205
- Service Provider- Travel Time
  - 3 hours @ \$35/hour= \$105.00
- Service Provider Transportation- Mileage Private Vehicle
  - 110 miles – 50 miles= 60 x .545 each= \$32.70

**CVE- Travel Authorization- Twenty-Nine Palms**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900
- Service Provider Travel- Lodging
  - 5.00 each @\$95+ tax= \$475 + \$57= \$532
- Service Provider Travel- Meals
  - 5.00 each @ \$41= \$205
- Service Provider- Travel Time
  - 3.5 hours @ \$35/hour= \$122.50
- Service Provider Transportation- Mileage Private Vehicle
  - 175 miles – 50 miles= 125 x .545 each= \$68.13

**CVE Authorization- No Travel**

- Comprehensive Vocational Evaluation- CRP/Individual, per day
  - 5.00 each @ 180/day= \$900

**ESA Authorization- No Travel**

- Situational Assessment- CRP, Individual, per hour
  - 40 hours each @ \$40/hour= \$1,600