

The Mileage Policy for Sign Language Interpreters:

1. The current state mileage rate is \$0.51 per mile effective on January 1, 2011.
2. The miles can be counted from the place of residence/office to the job site and back if there is only one job assignment.
3. If there is more than one job assignment on the same day, please count the miles as follows:
 - a. From the place of residence/office to the “A” site – 1st Assignment
 - b. From the “A” site to the “B” site – 2nd Assignment
 - c. From the “B” site to the “C” site to the place of residence/office – last Assignment.
4. The mileage records are expected to be accurate and truthful. The communication access service provider is also expected to conduct themselves as professional by adhering their Code of Ethics/Code of Professional Conduct.
5. Failure to follow the policy above may subject the communication access service provider to suspension or termination of contract.

PROCESS:

On the standard invoice provided by the Division of Purchase:

- 1) Put down the date of travel is required.
- 2) Put down from the place to the place for each assignment is required.

i.e. From Westerly to Providence.
- 3) Put down the start odometer and end odometer of travel for each assignment is required.

i.e. start at 30599 and end at 30621
- 4) Put down 22 miles (30621-30599=22) in the “quantity” column.
- 5) Then calculate the amount for reimbursement and put in the “total” column. (22 miles x \$0.50 = \$11.00)

