



Oregon

Kate Brown, Governor

Department of Human Services
Office of Developmental Disabilities Services
500 Summer St. NE E-09
Salem, OR 97301-1073
Voice: 503-945-5811
Fax: 503-373-7274
TTY: 800-282-8096

February 17, 2017

RE: Payment for travel time between worksites

Starting in January, you may be eligible for travel time. This is different than service related mileage reimbursement you may be currently receiving. Travel time is payment for time spent traveling directly between two individuals' homes or worksites when the travel occurs on the same day. Here are a few things to keep in mind:

- Only the most direct route may be claimed by the method of transportation chosen. Any additional time spent for personal reasons may not be claimed.
- If you are able to attend to personal business (not counting brief stops for gas or using the restroom), have at least one hour of break time between individual shifts, or you return home between individuals, traveling is not considered direct between individuals and may not be claimed as travel time.
- Time spent traveling to and from your home may not be claimed as travel time.
- Time spent traveling for personal shopping or medical appointments may not be claimed as Travel Time.
- Payment for approved claims may not exceed 10% of your total wages. You are responsible for ensuring that claims do not exceed 10%.
- Claims will be paid at the base rate of pay only.
- Travel claims managed via eXPRS are processed in the month(s) following the month of actual travel being claimed.

Personal Support Workers must enter this data into eXPRS directly. CDDPs and Brokerages cannot enter this time for you. For assistance in entering this information please refer to the attached instructions on how to enter travel time or you may view it on-line at <https://apps.state.or.us/exprsDocs/HowToCreatePSWTravelClaims.pdf>. If you have other questions about how to enter your time in eXPRS, you may contact our technical triage team at technical.triage@state.or.us or 844-874-2788.

If you are working between programs you will need to record those days on the attached manual form. **Only those services that cross programs should be submitted on this form.** Forms should be submitted to:

*Attn: PSW Specialist
Aging and People with Disabilities
500 Summer St. NE E-02
Salem, OR 97301*

DD PSW providers using eXPRS may not see the addition of Travel Claim menu options in eXPRS until the later part of January 2016. Please track any eXPRS managed travel time externally until the menu options for the PSW Travel Time entry pages in eXPRS are enabled. When available, PSW providers can then enter their travel claim data for January. For example, Travel claims for January 2016 travel will be processed in eXPRS in February 2016.

If you have questions about these changes not related to technical support needs, you may contact the SEIU Member Resource Center at 1 (877) 451-0002.