

Program Design Addendum Excessive Travel Agreement Form

Vendor Name: Vendor Number:

Service Code: Discipline:

This Excessive Mileage Agreement Form serves as documentation of the intent to bill Excessive Mileage, pursuant to The Department of Developmental Services' (DDS) Directive dated September 9, 2025 entitled: *D-2025 Rate Reform Guidance: Excessive Mileage Rate Models*.

In order to be paid for Excessive Mileage, the applicable Subcode must be added to the Rate Table, based on staffing qualifications and ratios. Redwood Coast Regional Center (RCRC) will add the appropriate subcode to vendored rate table based on the staffing levels and ratios the vendorization are **currently** approved for. The Excessive Mileage Cost Calculator worksheet and supporting documentation will be submitted by the vendor to posfiscal@redwoodcoastrc.org for validation. The Fiscal Department will generate a payment which will be issued following the standard RCRC payment schedule. RCRC's Fiscal Department will generate and complete the invoice on the vendor's behalf based on the approved documentation.

By signing this agreement, the following criteria is agreed:

- Read and agree to the terms of the DDS directive named above
- Submit a signed Excessive Mileage Agreement covering each vendor number, service code and subcode where excessive mileage payments will be requested
- Completed Excessive Mileage Cost Calculator worksheet and supporting documentation to be submitted to posfiscal@redwoodcoastrc.org for review and processing within 90 days of billing for hourly services
- Bill for services rendered prior to the submission of the Excessive Mileage Cost Calculator worksheet
- Hours billed are to match the hours listed on the Excessive Mileage Cost Calculator worksheet for the corresponding month of services
- Information submitted on the Excessive Mileage Cost Calculator worksheet is subject to audit. Actual mileage records shall be maintained by the vendor.

Signature

Date

Name

Title