Redwood Coast Regional Center

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 Travel, the applicable Subcode must first 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. Each month the vendor performs excessive travel, the Excessive Travel Cost Calculator worksheet and supporting documentation will be uploaded to ebilling and the appropriate amount will be submitted on the ebilling invoice for validation. The Fiscal Department will generate a payment which will be issued following the standard RCRC payment schedule.

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 Travel Agreement covering each vendor number, service code and subcode where excessive mileage payments will be requested
- Completed Excessive Travel Cost Calculator worksheet and supporting documentation to be uploaded each month with billing and invoice will be billed using the dollar amount that matches the Excessive Travel Cost Calculator and for review and processing within 90 days of submission.
- Vendor agrees to list all billable service hours for consideration in the cost calculator, not just those service hours which resulted in excessive travel
- 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