



## Instructions for filling out the Driver Escort Report

**Volunteer Station:** List the Community for which you are driving

**Driver's Name:** List your name. If you work with a spouse or partner, list both names. The first person listed will receive the reimbursement check

**Coordinator Name:** List the name of the coordinator for your area

**Report Period:** Insert the dates for the reporting period of the form being submitted

**Mileage Reimbursement:** Check yes or no with an X

**Date:** Write the date of the trip

**Passenger Information:** List the correct spelling of the passenger name and the correct address. Please be accurate and complete—no nicknames

**Destination & Address:** List the top priority destination and destination address (Example: Dean Clinic – 1313 Fish Hatchery Rd - Madison)

**Trip Purpose:** Write the number that corresponds with the trip purpose (**Example: 1 for Medical and Medically Related, etc.**) If you have more than one stop, write the number that corresponds with the purpose of each additional stop/trip. (Example: You take someone to a doctor, a pharmacy and stop at a bank. You will list 1 and 7, but only need to put the destination and address for the medical trip. It is the top priority).

**Number of Miles & Hours:** Round off to the nearest mile and/or hour. No partial hours or partial miles. When there is more than one passenger, list the miles/hours for only one.

### Types of Trips:

- 1) **Round Trip:** Take passenger to a destination and stay with him/her. You get reimbursed from your home to the destination and back to your home.
- 2) **One Way Trip:** Take passenger only one way - either to or from a destination. You get reimbursed from your home back to your home, just like a round trip.
- 3) **Double Trip:** Take passenger to a destination and drop off. You return home. Later you pick up the passenger, take him/her home and you return home again. Reimbursement is equal to **two round trips** so include **all** miles and hours.