



Mental Incapacity Evaluation (MIE) Contractor Travel Plan

To be completed and approved / denied for all travel plans for MIE contractors ONLY. **Please complete form electronically.**

1. Traveler Information: This section must be completed or form will not be valid.				
CONTRACTOR'S NAME		DSHS CONTRACT NUMBER		CONTRACT START DATE AND END DATE
CONTRACTOR'S PHONE NUMBER	CONTRACTOR'S CELL PHONE	CONTRACTOR'S EMAIL ADDRESS		
CONTRACTOR'S RESIDENCE ADDRESS		CITY	STATE	ZIP CODE
CONTRACTOR'S OFFICE ADDRESS		CITY	STATE	ZIP CODE
2. Travel Itinerary: Please enter each itinerary separately. Please choose from drop-down menu provided in SELECT fields.				
STARTING LOCATION (RESIDENCE / OFFICE): Must enter whichever starting point is most economical for the agency.	TO (COMMUNITY SERVICES OFFICE): If traveling to multiple destinations in the same itinerary, check box and list additional destinations.	TOTAL MILEAGE (ONE WAY)	TOTAL MILEAGE (ROUND TRIP)	NUMBER OF TRIPS PER MONTH
1. Select starting location.	Select CSO. <input type="checkbox"/> MULTI-DESTINATION (LIST BELOW):			
2. Select starting location.	Select CSO. <input type="checkbox"/> MULTI-DESTINATION (LIST BELOW):			
3. Select starting location.	Select CSO. <input type="checkbox"/> MULTI-DESTINATION (LIST BELOW):			
4. Select starting location.	Select CSO. <input type="checkbox"/> MULTI-DESTINATION (LIST BELOW):			
5. Select starting location.	Select CSO. <input type="checkbox"/> MULTI-DESTINATION (LIST BELOW):			
3. Travel Expense Estimated: Less than 100 miles one way - you are NOT eligible for lodging or meals.				
ITEM OF EXPENSE		NUMBER OF DAYS PER MONTH	STATE TRAVEL RATES*	ESTIMATED COSTS
Lodging: Must be scheduled for a full day, at least five (5) appointments.			Up to \$91 per night plus tax	\$ -
Meals: Must be eligible for lodging to claim reimbursement for meals.			\$51 per day	\$ -
Incidentals (i.e., bridge tolls, ferry tickets, etc.)				
Total mileage			\$.535 per mile	\$ -
			Total	\$ -
4. Signatures and Approval / Denial				
CONTRACTOR'S SIGNATURE		DATE	DSHS SIGNATURE	
DSHS PRINTED NAME		TITLE	APPROVAL STATUS	TRAVEL PLAN REVIEW DATE
COMMENTS				

* To view current published state travel rates, visit:
<http://www.ofm.wa.gov/resources/travel.asp>