Abilities in Motion
Helping individuals with disabilities live independent, self-determined lives

The Office of Developmental Programs (ODP) has specific reporting requirements for all waiver services. Drivers must be qualified by a provider to receive reimbursement and must submit certain data.

Please make sure to fill out all sections of the ***Mileage Reimbursement Summary*** and ***Physical Addresses*** forms. Please make sure writing is legible, signatures are received, and forms are submitted as timely as possible.

Key Reminders:

- The consumer must be present in the car for mileage to be claimed.
- All trips must include a **purpose** and be related to activities identified in the consumer's ISP.
- The total number of miles traveled per trip must be entered as a whole number; ODP will not accept partial units.
  Examples:
  8.2 miles should be listed as 8 miles
  8.6 miles should be listed as 9 miles
- On the ***Mileage Reimbursement Summary,*** you may utilize the name of a location, however you must identify the location and physical address on the ***Physical Addresses*** form.
- The reimbursement rate is set by ODP. Although the IRS may increase the Federal rate, we are unable to process any reimbursement outside what is approved within the consumer's ISP. **As of 7/1/2026, the reimbursement rate is $0.76 / mile.**
- You may not claim mileage for transporting the consumer to/from a medical appointment that is paid for by Medical Assistance – this would fall under "Medical Assistance Transportation" which would be paid through the MAT Provider within the county the consumer lives.
- Please use multiple pages as necessary.

Forms may be submitted via email, fax, or mail:

Email: Vendor@abilitiesinmotion.org
Fax: 610-376-0035
Mail: Abilities in Motion; 755 Hiesters Lane, Reading, PA 19605