



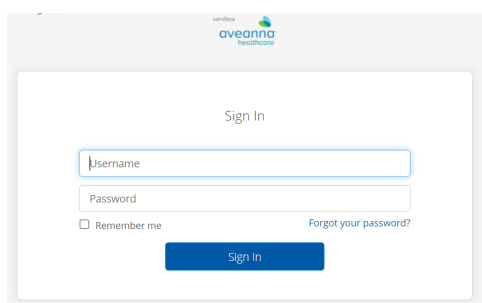
This guide can be used to create a Transportation Reimbursement punch in the AveannaCare Portal online. This guide will show both mileage and trip reimbursement examples.

## Creating a Transportation Reimbursement Punch Entry

There are two types of transportation reimbursement. Mileage Reimbursement and Trip Reimbursement. The first process we will cover is Mileage Reimbursement.

### Mileage Reimbursement

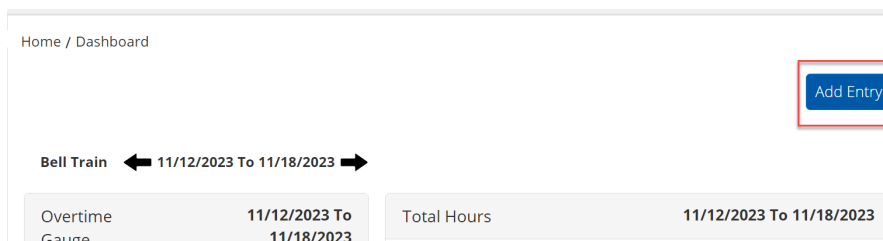
1) Log in to <https://aveanna.dcisoftware.com/>



★ **Note:** Contact a local AveannaCare branch if a username and/or password has not been issued.

★ **TIP:** Visit [aveannasupportservices.com](https://aveannasupportservices.com) to find a local branch. You can also visit <https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/> to access videos and printable user guides.

2) Add a New Entry: Click on the Add Entry button.



3) Complete the required fields: Complete the fields below.

- **Account Type:** Select Client Transportation.
- **Client:** Start typing the name of the client, then select it when it appears.
- **Service Code:** Click on the dropdown and select **Transportation Reimbursement**.
- **Add Reason Code:** Click on the dropdown field and select Option 1.
- **Service Date:** Click on the calendar and select the service date.
- **Start Odometer:** Enter the Start Odometer and start reading. Always start at "0".
- **End Odometer:** Enter the End Odometer reading. This should be the total miles traveled.

Add New Entry ✕

Entry Type: \* Punch ▼

Employee Name: Train Eor

Account Type: \* Client Transportation ▼

Client: \* Train Client - 121213 ✕

Service Code: \* Transportation Reimbursement ▼

Service Date: \* 02/28/2024 📅

Add Reason Codes: \* ✕ 1. Care Provider did not clock in/out in real time ✕

Start Odometer Reading: \* 0

End Odometer Reading: \* 20

Calculated No. Of Miles: 20.00

Diagnostic Code: Diagnostic Code

Notes: Add Notes for Punch 📌 🔄

Attachment: Choose File

Cancel
Save

**4) Save the Entry:** Click **Save** and then click **Yes** on the alert.

Alert ✕

Are you sure you want to add a new punch for **20.00 Mile(s)** for  
**Train Client - 121213** for **Feb 28, 2024**?

No
Yes

★ **Note:** If you are approved for additional transportation services then you can select that code to enter the additional services.

## Result

Mileage Reimbursement should be visible under the ENTRIES tab.

Home / Entries

Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Punch ID

Type Client Name Type Service Code Select Account Type

Select Status

Reset Search

Export

Showing 4 out of 4 records

Id	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
<a href="#">63727257</a>	Feb 28, 2024			Punch	Client Transportation		<a href="#">Train Client</a>	Transportation Reimbursement	20.00	Miles	Unvalidated
<a href="#">63727253</a>	Feb 21, 2024	02:00 PM	03:00 PM	Punch	Hourly		<a href="#">Train Client</a>	Day Care Reimbursement	0:01:00	Hourly	Approved
<a href="#">63727249</a>	Feb 14, 2024	07:00 AM	01:30 PM	Punch	Hourly		<a href="#">Train Client</a>	Day Care	0:06:00	Hourly	Approved

## Trip Reimbursement

1) **Add a New Entry:** Click on the Add Entry button.

Home / Dashboard

Add Entry

Bell Train ← 11/12/2023 To 11/18/2023 →

Overtime Gauge 11/12/2023 To 11/18/2023

Total Hours 11/12/2023 To 11/18/2023

2) **Complete the required fields:** Complete the fields below.

- **Account Type:** Select Client Transportation.
- **Client:** Start typing the name of the client, then select it when it appears.
- **Service Code:** Click on the dropdown and select **Transportation Reimbursement**.
- **Add Reason Code:** Click on the dropdown field and select Option 1.
- **Service Date:** Click on the calendar and select the service date.
- **Start Odometer:** Enter the Start Odometer and start reading. Always start at "0".
- **End Odometer:** Enter a "1" in the End Odometer reading field.

The screenshot shows the 'Add New Entry' form with the following data:

- Entry Type: \* Punch
- Employee Name: Train Eor
- Account Type: \* Client Transportation
- Client: \* Train Client - 121213
- Service Code: \* Transportation Reimbursement
- Service Date: \* 02/28/2024
- Add Reason Codes: \* 1. Care Provider did not clock in/out in real time
- Start Odometer Reading: \* 0
- End Odometer Reading: \* 1
- Calculated No. Of Miles: 1.00
- Diagnostic Code: Diagnostic Code
- Notes: Add Notes for Punch
- Attachment: Choose File

The Save button is highlighted with a red box.

3) **Save the Entry:** Click **Save** and then click **Yes** on the alert.

The screenshot shows an 'Alert' dialog box with the following text:

Are you sure you want to add a new punch for 1.00 Mile(s) for Train Client - 121213 for Mar 01, 2024?

The Yes button is highlighted with a red box.

- ★ **Note:** Always Start the Odometer at **0** and End the Odometer with the total number of trips for that day. In this example, 2 trips are punched by entering “0” in the **Start Odometer Reading** and “2” in the **End Odometer Reading** fields.
- ★ **Note:** For bus passes or train passes. Always Start at 0 and End at 1 for one day per month. Click on the Attachment field and Add a receipt of purchase.

## Result

Trip Reimbursement should be visible under the ENTRIES tab.

[Home](#) / [Entries](#)
Help Site Map traineor English

**Entries**
Actions

Reset Search

Export

Showing 5 out of 5 records

ID	Service Date	Start Time	End Time	Type	Account Type	Ref	Client Name	Service Code	Amount	Unit	Status
<a href="#">63727259</a>	Mar 01, 2024			Punch	Client Transportation		<a href="#">Train Client</a>	Transportation Reimbursement	1.00	Miles	Unvalidated
<a href="#">63727257</a>	Feb 28, 2024			Punch	Client Transportation		<a href="#">Train Client</a>	Transportation Reimbursement	20.00	Miles	Approved

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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