# Creating a Transportation Reimbursement Punch

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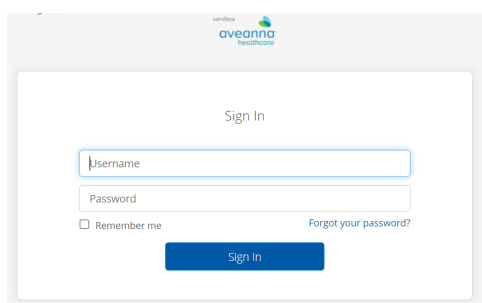
⭐ **Note:** Contact a local AveannaCare branch if a username and/or password has not been issued.

⭐ **TIP:** Visit aveannasupportservices.com 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.
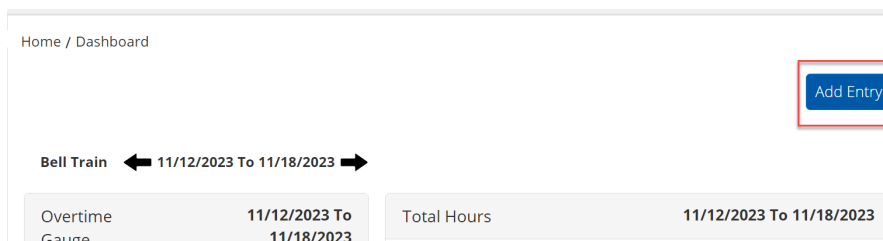
3) **Complete the required fields:** Complete the fields below.

- **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.

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

⭐ **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.

Trip Reimbursement

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

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.

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

⭐ **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.