

# Fulton County Partnership, Inc.

PO Box 464, McConnellsburg, PA 17233

(717) 485-0931 FAX: (717) 485-4505

## ETAP, Employment Transportation Assistance Program

### Self Transportation Guidelines

1. Mileage reimbursement logs must be submitted weekly. Multi-weeks on one form will not be accepted. Only logs from the current week will be accepted. An ETAP form must always be used. If you run short, call our office.
2. Logs must be submitted on the last day worked of each workweek. Checks will be issued once a month.
3. Your immediate supervisor must verify and sign each weekly form.
4. You must sign the form.
5. All destinations must be pre-approved. If your job location changes, you must notify the FCPI office. All trips must be to and from work.
6. FCPI reserves the right to verify your work schedule.
7. FCPI reserves the right to revoke reimbursement if abuse is **suspected**.
8. Reimbursement is based on Federal and State Grant Funding. You will be notified if funds are no longer available.
9. The reimbursement rate is \$0.12 per mile. And will decrease by one (1) cent per mile per month. (e.g. your second month, you will be reimbursed at a rate of \$0.11 per mile) ETAP pays only for the most direct route from your home to your place of employment.
10. Total amount of mileage reimbursement will not exceed \$400.00.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_