



## Transportation Documentation Requirements

The transportation invoice requires that you complete all the fields on the invoice. Below are examples of destinations, purpose of travel, and type of travel categories:

### 1. Starting Destination

- Participant's Home
- Employment/Volunteer Site
- Facility Day Program
- Fitness Center
- Public Park
- Store
- Bank
- Post Office
- Library
- Restaurant
- Public Transportation Station
- Relative/Friend's Home
- Hotel/Conference Center

### 2. Ending Destination

- Participant's Home
- Employment/Volunteer Site
- Facility Day Program
- Fitness Center
- Public Park
- Store
- Bank
- Post Office
- Library
- Restaurant
- Public Transportation Station
- Relative/Friend's Home
- Hotel/Conference Center

### 3. Purpose of Travel

- Career Development
- Social Skills Development
- Functional Academics Development
- Healthcare
- Safety
- Community Awareness
- Communication Skills Development
- Shopping
- Exercise

### 4. Type of Travel

- Essential Errand
- Community Activity

**IMPORTANT: These documentation fields are required. If these fields are not completed you will be notified and requested to submit a corrected invoice.**