

Missouri Work Assistance (MWA)



Transportation Reimbursement Expense (TRE) Agreement

First Name: **Last Name:**

DCN:

The Department of Social Services (DSS) policy allows Transportation Reimbursement Expense (TRE) payments to participants to help reimburse travel cost incurred while engaging in work activities.

The TRE Reimbursement is to be completed at orientation before travel reimbursements can be allowed.

- TRE payments are **not** an entitlement but are considered supportive services to help remove barriers.
- TRE is issued when a participant has travel costs associated with participating with work activities.
- TRE is based upon the availability of funds. TRE may not be available when funds are depleted.
- A participant who has completed work activities is eligible for reimbursement up to \$20 each day. TRE is not to exceed \$100 within a federal work week (Saturday through Friday) per household.

Participant:

- I understand that when I have participated with the MWA Program, I may be eligible for TRE assistance.
- I understand TRE is only allowed when I incur a transportation expense while engaging in work activities for the MWA program.
- TRE is only allowable when I complete all assessments and provide all necessary documentation that verifies, I have engaged in work activities.

Contractors:

- Once the MWA participant has incurred a transportation expense, completed all required assessments, and provided the necessary documentation verifying engagement in work activities, the request will be submitted for reimbursement.
- TRE payments must be issued no later than 20 calendar days after the participant has provided all necessary documentation.

By signing below, I am agreeing to the above statement(s):

Participant Signature: **Date:**

Case Manager Signature: **Date:**

Date hard copy given to participant:

Date hard copy mailed to participant: