

Excel Form SNS Mileage Guide


I. Preparation

****Do not add columns to this spreadsheet, it will affect the formulas. If you wish to track additional things on this spreadsheet, add them after Column M, leaving column M blank.**

1. **Open the latest version** of the form. Do not use old, saved copies. (Attached)
2. **Download the sheet and save it.**
 - a. Suggestion: you can put in your provider name and id in the second row, highlight both cells, and then move your mouse to the bottom right corner of the provider ID cell, and a plus sign will appear. You can click that and drag it down to fill in the rows below. If you save it this way, it will be there every time. Save this version as a template, then when you add to it, use the "save as" feature, name it with the current roster name, and keep the template blank.

II. Data Entry Guide

Column:	Information Needed	Example	Comment Example
Column A: Date of Service	This should be one date only. If you are billing for several days, enter the first day of service and note the other dates in the comments section	03/09/2026	Multiple trip explanation: 03/09/2026 to 03/12/2026 Three round trips to supervise temporary lodging.
Columns B, C, D SNS Info	Self explanatory	Bill Smith Hope Light 8675309	
Columns E & F Client initials and Client ID	The client ID must match what is in PATH for tracking	JJ 4145474 **for the initial, you can use name if you wish	

Column:	Information Needed	Example	Comment Example
Column G: Traveled From	Where the provider starts the trip	Started at 210 Bluebird Lane, Elkins, WV. <i>If you choose to list only city and state, that is mileage will be checked.</i>	
Column H: Traveled To	Ideally, start with first stop, then additional stops, if any, then final destination	1027 Randolph Drive, Elkins, then to Meadowbrook Mall Rd, Bridgeport, stopping for a visit in Fairmont with Mom.	Dropped off everyone and returned back to Elkins.
<i>Alternate for Traveled To:</i>	Only city and state of last stop	Fairmont WV	1027 Randolph Drive, Elkins, then to Meadowbrook Mall Rd, Bridgeport, stopping for a visit in Fairmont with Mom.Elkins (1027 Randolph Drive) to Meadowbrook Mall Rd, Bridgeport, dropping kids off in Fairmont with Mom for a weekend visit. Returned to Elkins.
Column I: Miles Traveled	This is actual miles for a completed trip	140	
Column J: Comments	Anything relevant to help understand what mileage is being billed	Worker made 4 round trips from Elkins to Beverly for safety check-ins. Each trip was for 22 miles	
Columns K & L	 DO NOT .ENTER ANYTHING IN THESE COLUMNS	N/A	N/A

III. Key Fields to Double-Check

The following fields often cause errors and require careful review:

- **Required Fields:** Ensure all fields are entered accurately
- **Formulas: DO NOT** manually type in cells that contain formulas (Orange Columns). If a number looks wrong, check the inputs, not the formula cell.
- **Check for Errors:** Column L is a running total. The claim entered in PATH should match, or closely match, the final number in this column.

IV. Tips

- ★ Cells are set to expand as you type, so you can type as much as you need in one row
- ★ One row in the justification sheet should = one row on your invoice in PATH **See example below.

Date of Service	Client ID	Traveled From	Traveled To	Miles Traveled	Comments	Total Miles Traveled	Total Invoice - Miles Only
3/9/2026	415544	Elkins	Weston and Return	400	Worker traveled from home to Weston for 5 hotel shifts from 03/09/2026 to 03/13/2026. 80 miles each trip	400	\$280.00

V. Submission

1. **Save the file:** Using the correct naming convention: Provider Name or ID + the name of the roster associated with the justification in PATH. **Example: Hope Light HL255 Miles only**
2. **Review:** Ensure the Total Invoice column reflects what you entered into PATH
3. **DO NOT SEND AS A PDF - SAVE AND ATTACH AS AN EXCEL FILE**
4. **Submit** to the BSS SNS email address ONLY. It is helpful if the PATH roster name is also included in the email subject.

Following this guide closely will allow for much quicker turn around times. In the event of errors, this will allow corrections to be quicker and not hold up the entire claim. For questions about this form, email through the BSS SNS email.