



## **Mileage Expenses**

Some services include transportation. This is usually a very specific request for an appointment. It could be for a doctor's visit, physical therapy, to the bank or to the beauty shop. Sometimes, transportation may be done in conjunction with other services we provide. It can also be out of the area.

A Provider will be reimbursed \$.39 per mile for transportation services requested by the Receiver or their family. Reimbursement for all transportation services need to be approved by the supervisor or Owner.

A Provider will use the keypad on their phone to log mileage during clocking out with Telephony (Option #7).

Mileage from a Provider's residence to an assigned Client is not reimbursable.

Should a Provider have two clients less than two hours apart, the Provider will be paid for travel time and mileage from one Receiver to the next. Time and mileage are calculated using Google Maps and Clear Care will automatically calculate this time and mileage. There is no need to report the time.

Any tolls incurred will require a receipt for reimbursement.