

PASCO Community Care Team Mileage & Travel Time



Mileage

- Mileage reimbursements are intended to offset the cost of driving from one client location to the next.
- Mileage is included in what is considered your “daily work commute” for every mile over the first 20 miles.

What is my Daily Work Commute?

1. The traveling away from your home at the beginning of the day to your first visit
2. The traveling back to your home at the end of the day after your final visit
(Enter actual mileage in Savii Connect and adjustment will be made by payroll)

- When there are multiple visits within the same day, they must be within a two hour window to be eligible for reimbursement if at different physical locations. If there are more than two hours between visits, mileage will be paid from your home address to your next visit.

TO BE REIMBURSED FOR MILEAGE



Enter actual mileage into telephony. Adjustments will be made in the payroll department. Example: On initial visit, enter the full miles from home to that location and payroll will deduct the first 20 miles.

Travel Time

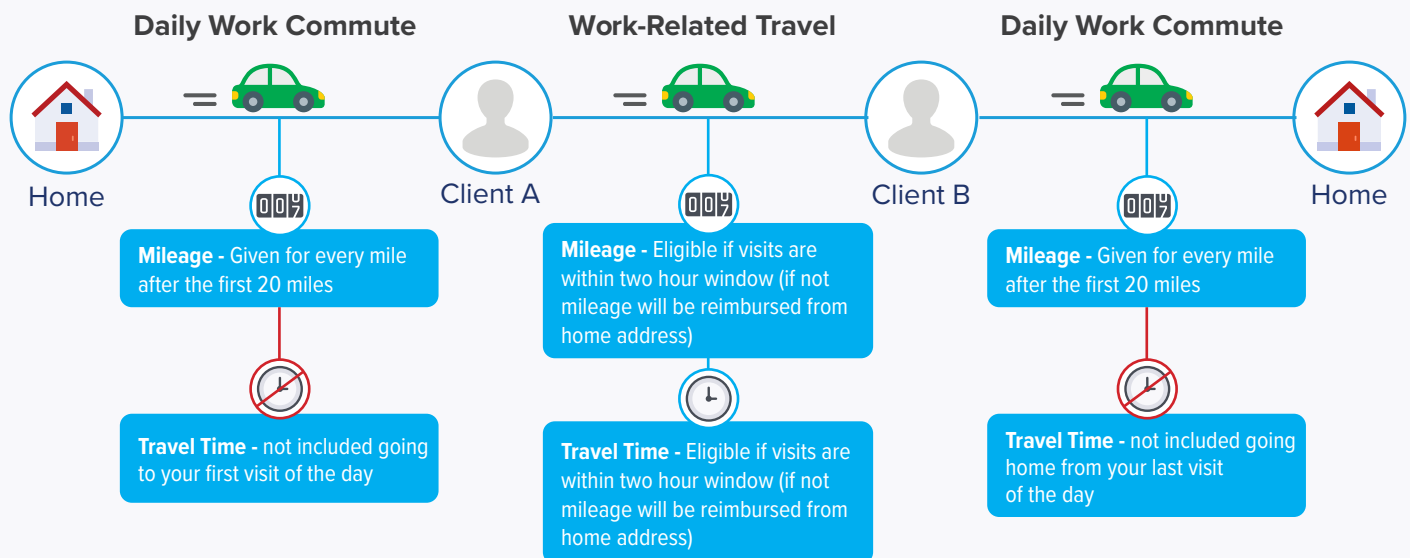
- Travel time will be given between multiple visits in a single shift. **Travel time does not include going to your first visit or home from your last visit (daily work commute).**
- Multiple visits must be within a two hour window to be eligible for reimbursement and at different physical locations. If there is more than two hours between visits, travel time will be paid from your home address to your next visit.

TRAVEL TIME AND VISIT TIME CANNOT OVERLAP



In order for C.N.A. visits to be reimbursed for travel time, employees **must work a full hour for the visit.** Example: If you work a 45 minute visit and twenty minutes of travel time, then you will be paid a full hour (60 minutes) as a C.N.A. and five minutes of travel.

Example



Mileage & Travel Time Policy

- Travel time hours that are documented and paid will be counted towards the employees weekly worked hours.
- PASCO does not reimburse for parking, parking tickets, toll road fees, or towing.
- Every trip eligible for travel time and/or mileage should be made using the shortest legal route possible. Random audits will be conducted to verify mileage and travel times and PASCO reserves the right to make corrections and pay accordingly should discrepancies be found.
- Travel time is paid at “Travel Rate” via the PASCO Employee Handbook
- Falsification of mileage/travel time will be considered a violation of PASCO policy which may result in disciplinary action up to and including termination.