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| **Mileage Reimbursement** | **Last Revision:** |  April 2017 |
| **Last Reviewed:** | June 2017 |
| **Applies to the following THA Group of companies:**  | * Island Health Care
* Island Hospice
* THA Services
* RightHealth Clinic
* Palliation Choices
* InteguHealth
* RightHealth®
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| **Included in the following THA Manuals:** | Administrative Policies & Procedures Finance |

## POLICY

This document establishes policies governing the reimbursement of mileage expenses while conducting business for THA Group. All employees driving their personal vehicle while conducting business for THA Group shall maintain proper car insurance and registration in accordance with State regulations.

## PROCEDURE

1. Overview:
	1. Employees are expected to be cost conscious and spend THA Group money as carefully and judiciously as the individual would spend his or her own funds. Each employee shall plan his or her day so as to minimize the amount of miles driven to visit each patient.
	2. It is the policy of THA Group to only reimburse miles driven to visit patients under our care.
	3. No employee shall be paid for regular commuting miles to and from their base point of origin (home).
	4. THA Group shall not reimburse mileage to attend meetings, trainings, orientation and in-services unless an exception is made by the President & CEO.
	5. THA Group does not reimburse mileage on missed visits (unless an exception is made by the VP approval
2. Eligibility:
	1. All Island Health Care and Island Hospice employees performing direct patient care are eligible for mileage reimbursement.
	2. ILAH employees are not eligible for mileage reimbursement unless it has been specifically approved in writing by the program Director or if they are asked to run errands on behalf of a client. In this last case, the client will be invoiced for the miles driven. ILAH employees are reimbursed for miles driven between ILAH clients.
	3. Ideal Aging employees are reimbursed for miles driven to visit ideal Aging clients. Marketers are reimbursed for miles driven in connection with marketing activities.
3. Documentation:
	1. Mileage is calculated from the point of origin to the final destination by entering the actual miles driven in Crescendo with the exception of ILAH employees who document mileage driven for a client or between clients. ILAH employees will document their mileage on the appropriate THA form ( provided by ILAH ) and turn into the ILAH Scheduling Manager in a timely manner . The ILAH Scheduling Manager will enter the employee’s time into Appointmate.
	2. Finance reimburses mileage at payroll time based on the miles entered in Crescendo / Appointmate after approval by the payroll auditor.
	3. If an employee fails to timely record his/her mileage in Crescendo/ Appointmate , said employee's expenses may not be paid.
	4. Mileage must be reported accurately by all THA Group employees. Rounding miles to the nearest 10 and “guesstimating” are not acceptable. The employee must use the car’s odometer to accurately report miles driven to visit each patient.
4. Mileage rate calculation:
	1. The mileage rate will be reviewed annually and approved by the senior management team.
	2. Mileage reimbursement may increase or decrease based on current economic conditions, the IRS rate and/or market standards.
	3. THA Group reserves the right to change this policy and the mileage reimbursement rate at any time if warranted by business conditions.
5. Mileage reimbursement for marketers
	1. THA will not reimburse mileage exceeding a set monthly amount. This amount will be based on the size of the market assigned to each marketer as follows:
	2. Less than 500 sq. miles: 2.5 x sq. mile/pay period
	3. 500 to 1,000 sq. miles: 1.5 x sq. mile/pay period
	4. Over 1,000 sq. miles: 1 x sq. mile/pay period
	5. The cap will be calculated on a monthly basis.
	6. Example: if a marketer covers a market that is 318 sq. miles. He/she will not be reimbursed more than 318 x 2.5 x 2= 1,590 miles per month.
6. Miscellaneous:
	1. In the case where two or more employees travel together in the same vehicle, only the owner of the vehicle will be reimbursed for mileage.
	2. In order to minimize costs, THA Group employees shall use only one vehicle when making visits with a preceptor.
	3. THA Group does not reimburse for parking tickets, moving violations and tolls.
	4. In extraordinary circumstances, a productivity adjustment may be paid if an employee is asked to travel further than usual (more than 125 miles in a day).
7. Auditing:
	1. In order to verify the accuracy of the miles submitted for reimbursement, the payroll/mileage verifier may:
		1. Perform odometer checks on every employee receiving mileage reimbursement.
		2. Audit excessively high mileage by checking distances on Mapquest® or Google maps® and making the necessary corrections in Crescendo.
		3. Perform random checks on **at least 5 visits each pay cycle**.
	2. Finance will report miles driven per employee on a quarterly basis and will investigate visits with high mileage.
	3. Double audit process:
		1. The payroll/mileage verifier must perform random mileage audits before submitting payroll by checking distances on Mapquest® or Google maps® and making the necessary corrections in Crescendo.
		2. Finance will audit one employee per community office, send reports to the appropriate offices and ask the employee to clarify any anomalies.
	4. If mileage was not reported accurately, the money will be recouped out of the employee’s next pay check.
8. Affidavit:
	1. Each THA Group employee must sign a letter of understanding attesting that they will conform to THA’s mileage reimbursement policies.
	2. If an employee is found to report incorrect mileage he may be subject to appropriate disciplinary action.

## LETTER OF UNDERSTANDING – HOME CARE MILEAGE PLAN

This Letter of Understanding is entered into between THA Group and all clinicians.

**Purpose:** To provide a consistent process for Home Care Mileage reimbursement.

1. When the clinician begins patient care visits from the office, mileage reimbursement begins at office.
2. When the clinician finishes his/her day at the office, the mileage reimbursement ends there.
3. If the clinician chooses to start from home, the mileage to the first patient’s home will be reimbursed unless the distance from the office to the patient’s home is less. In this case the mileage reimbursed is from the office to the patient’s home.

**\*\*\*MUST be LESS than miles starting from assigned branch.**

1. Trips to run errands, to go home for lunch or come back to the office for lunch is not reimbursable.
2. If the clinician chooses to go home directly after his/her last visit, the mileage will be reimbursed if the distance is less than back to the office. If the distance is greater than back to the office, the mileage covered would be from the patient’s home to the office.
3. The clinician and the scheduler will make every effort to minimize travel time and reimbursable mileage by working together to ensure the best routes and geographical staffing are planned.

**Letter of Understanding
Home Care Mileage Plan**

I have read the mileage plan as prescribed by THA Group.

I agree to:

* Assess my daily schedule and plan my day accordingly in order to eliminate unnecessary travel time, i.e. no backtracking
* Use a GPS, Mapquest or some other mapping program to make sure the visits flow according to geographical area
* Document odometer readings before and after each trip to ensure that travel time is accurate
* Record mileage accurately. Falsification of mileage is strictly prohibited. If you knowingly document incorrect mileage (or any other information) appropriate disciplinary action will be taken.

Please print:

Name Signature

Title Date

**Mileage Audit Report**

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| Employee Name: |
| Visit Date | Patient Name | Reported Miles | Actual Miles | Explanation |
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Please return this form to the Finance department.