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| **Mileage Reimbursement** | **Last Revision:** | May 2020 |
| **Last Reviewed:** | May 2020 |
| **Applies to the following THA Group of companies:** | * Island Health Care * Island Hospice * THA Services * Independent Life at Home * Palliation Choices * RightHealth® |
| **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 to minimize the number 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 and approved via a Request for Additional Compensation Form.
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. Marketers are reimbursed for miles driven in connection with marketing activities.
3. Documentation:
   1. Patient related mileage is captured by the McKesson software Mileage Advisor tool. Staff may also choose to document actual miles driven in the Time and Travel Filter in the McKesson Advisor software. ILAH employees who document mileage driven for a client or between clients will document their mileage on the appropriate THA form (provided by ILAH) and turn into the ILAH Scheduling Manager in a timely manner.
   2. Finance reimburses mileage at payroll time based on the miles calculated by Mileage Advisor. If employee chooses to also enter mileage into the system, totals are compared, and variances are reviewed. Circumstances may occasionally arise where Mileage Advisor may not consider detours, road closings, etc. that may cause actual miles driven to differ from calculated miles.
   3. For staff that is reimbursed based on mileage recorded, 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. 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).
6. Auditing:
   1. For patient related travel, Finance will periodically run and audit mileage detail reports from Mileage Advisor as well as employee reported mileage.
   2. For Marketing and other staff who are reimbursed on reported mileage, random audits will be conducted by Finance to verify accuracy.
7. 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/she may be subject to appropriate corrective action.

## LETTER OF UNDERSTANDING – HOME CARE MILEAGE PLAN

This Letter of Understanding is entered between THA Group and eligible employees.

**Purpose:** To provide a consistent process for Home Care Mileage reimbursement and provide understanding of the software calculation of mileage.

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 corrective action may be taken.

Print Name Signature

Title Date

**Mileage Audit Report**

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