

Private Pay

Mileage Tracker

Client (PRINT): _____ Caregiver (PRINT): _____

Pay Period: _____

Date	Location(s)	Mileage	Client Signature

Mileage must be recorded on Private Pay Mileage Tracker. Client must sign for **each** trip.

Mileage Tracker is due to the office on Mondays following the pay period. **Email to: payroll@healathomeindy.com**

FOR COMFORT KEEPERS and HEALING HANDS PERSONAL SERVICES PRIVATE PAY CLIENTS ONLY

Updated October 2025

PRIVATE PAY TRANSPORTATION/ERRANDS INFORMATION

What transportation can caregivers provide?

Caregivers can provide transportation/errands wherever the client would like them within the caregiver's shift.

Caregivers CANNOT provide transportation/errands for any friends or family members of a client.

Caregivers CANNOT take a client to the Emergency Room when client is having a medical emergency.

Call 911

Questions? Call the office

What is my mileage allowance per week?

- There is no mileage allowance/cap for clients who are paying for their home care services out of pocket.
- Private Pay Mileage Guidelines:
 - Mileage must be recorded on Private Pay Mileage Tracker.
 - Client must sign for each trip.
 - Mileage will be reimbursed at \$0.42 per mile.
 - Mileage tracker to be turned into payroll department: payroll-indy@comfortkeepers.com.
 - Mileage trackers to be turned in on Monday following the pay period in which they occurred.
 - Late submissions will not be processed for reimbursement.

Can my client put gas in my car?

- **NO** – Clients or family members are not permitted to give caregivers money to put gas in their vehicles in any way, shape, or form. This could lead to immediate termination.

Can I drive my client's vehicle if they ask me to?

- Caregivers are permitted to drive a client's vehicle IF the agency has a copy of the client's auto insurance on file for the vehicle AND caregiver has a valid driver's license.
 - Please call office for verification.
- If the caregiver drives the client's vehicle, there is no mileage reimbursement to the caregiver.

Can I ride with my client or their family if they drive?

- **No** – caregivers are not permitted to ride with a client or family member if the client or family member is driving due to liability reasons.

If my client uses public transportation or a transportation service, can I ride with them?

- Yes – as long as the public transportation allows it. If there is a fee for an additional rider, the client is responsible for paying that fee for caregiver to ride with them.