

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-indy@comfortkeepers.com**

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

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.