Procedure: Mileage Reimbursement

I. PURPOSE:

To define the parameters and timeframe for mileage reimbursement for business related automobile travel.

II. DEFINITIONS:

A. Mileage: miles driven for Palomar Home Health related work from one patient's home to another patient's home; or from a patient's home to one of the authorized lab receiving locations.

III. STANDARDS OF PRACTICE:

A.

IV. STEPS OF PROCEDURE:

A. Mileage reimbursement will begin from the office to the first patient's home and will cease when the staff person returns to the office.
B. Mileage will not be paid for driving to the office from home at the beginning of the day or from the office to home at the end of the day.
C. If visits are made directly from the staff person's home, the mileage difference will be paid if the miles traveled exceed the miles to the office.
D. If a staff member goes directly home after patient visits, then mileage will be paid on the miles which exceed mileage to the office.
E. All staff members are eligible for mileage reimbursement when traveling from the office to a required meeting.
F. Employees who drive a Palomar Health leased vehicle are not eligible for mileage reimbursement.

Please reference the Palomar Health District Policy No: 20-3 for further explanation of mileage reimbursement.