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Source:
 Clinical
 Home Health - Clinical
 Procedures, Home Health

Applies to Facilities:

Applies to Departments:

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.

V. Reference: Palomar Home Health Company Car Policy for more information on Palomar Health leased vehicles.

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Approvals

- Committees:

- Signers:

Virginia A Barragan

Virginia A Barragan, Vice Pres Continuum Care (01/03/2019 07:40AM PST)

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Attachments:
 (REFERENCED BY THIS DOCUMENT)

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