

Mileage Reimbursement Log

Employee Name					Month/Year		
Date	Starting Location	Ending Location	Reason	Client(s) Being Driven or on Behalf of (RS)	Beginning Mileage	Ending Mileage	# of Miles
Employee Signature: Client/Family Signature:					Rate	Rate to Reimburse	
Manager Approval: Amount to Reimburs						o Reimburse	

- Supervisor approval is required prior to transporting your client.
- A copy of your current auto insurance card and driver's license must be on file in the office.
- Transportation must be an approved task.
- You will only be reimbursed for mileage when driving your own vehicle.
- (Home Care Only) Transportation during CFC or Waiver hours is limited to essential shopping and medical appointments only.
- (Home Care Only) Mileage will be reimbursed at a maximum, per client, of 100 miles per month.
- (Home Care Only) Mileage Log must be submitted with your timesheet on the 1st of the month.
- (Residential, Vocational and Admin Employees Only) Mileage Log must be completed and turned in with fuel receipts on the last day of each month.

If you have any questions about mileage reimbursement, please call the office for clarification. (425) 333-4114.