



## Windshield Timesheet – Home Care

Same day travel time between client’s homes. (See requirements below.)

Caregiver Name				Month/Year		
Date	Departure Time	Client Name	Arrival Time	Client Name	Travel Time	# of Miles Traveled
1						
2						
3						
4						
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30						
31						

**← Total Time**

- Used for traveling from one client to another, within a 2 hour time frame.
- This is for travel time directly between clients only, not the entire gap time between clients.
- Windshield timesheets are due in the office on the 1st of each month.
- Limited to 30 minutes maximum per day.
- If you have any questions about this policy, please call the office for clarification.

Caregiver Signature: \_\_\_\_\_