

**PIMA HEALTH SYSTEM  
STANDARDS AND PROCEDURES**

<b>SUBJECT: Mileage Reimbursement for Attendant Care Workers</b>	<b>HCSS  HC-I-0006</b>
<b>APPLICABLE TO: Attendant Care Workers (County Class 9991)</b>	
<b>EFFECTIVE DATE: 8/16/04    APPROVED BY: <i>Mary Kaehler by Signature</i></b>	
<b>SUPERSEDES: Mileage Reimbursement for Attendant Care Workers 7/1/95, 2/1/99, 11/28/03</b>	

**I.     STATEMENT OF PURPOSE:**

To establish a standard and procedure for reimbursing Attendant Care Workers (ACW) who use private vehicles in the transaction of PHS business.

**II.    STANDARDS:**

- A. Attendant Care Workers will be reimbursed by Pima Health System (PHS) at the applicable rates established in PHS Standard & Procedure AD-IV BF-0007 Parking/Mileage Reimbursement For Use Of Private Vehicles On County Business.
- B. Attendant Care Workers are eligible for travel reimbursement in the Attendant Care Program if the Attendant Care Worker drives his/her own vehicle to two (2) or more assignments in a single day. The assignments may be to the same client or to different clients during the day.
- C. Attendant Care Workers must certify that he/she has a valid Driver’s License, current registration for the vehicle and liability insurance coverage in order to claim reimbursement for mileage.
- D. Mileage to the first assignment and mileage from the last assignment to the Attendant Care Worker’s home will not be reimbursed EXCEPT as follows:
  - 1. Attendant Care Workers who drive 35 miles or more round-trip to one assignment are eligible for actual mileage reimbursement minus a standard mileage deduction of 10 miles (average travel distance from home to place of employment).
  - 2. Attendant Care Workers who are escorts and drive their own vehicle for the purpose of a door-to-door escort assignment are eligible for actual mileage reimbursement minus a standard mileage deduction of 10 miles (average travel distance from home to place of employment).

### **III. PROCEDURES:**

- A. The Attendant Care Worker who is eligible for mileage reimbursement must complete a Pima Health System Mileage Report form (**Exhibit A**) for the mileage incurred.
- B. The mileage report must include the date the mileage was incurred; the license number of the vehicle used; the address(es) of all client assignments in the order that the assignments were worked; the beginning and ending odometer reading of the vehicle used. The odometer readings must be rounded up to the nearest whole mile if the reading is more than five tenths of a mile (.5) and rounded down to the nearest whole mile if the reading is five tenths of a mile (.5) or less. The ACW must total the mileage, subtract deduction if applicable and sign the bottom of the form. Spotter or temporary assignments must be clearly identified on the form as well. (**Exhibit B**) provides several different scenarios to aid in computing mileage correctly.
- C. For reimbursement of parking expense the Attendant Care Worker must complete the 'Parking Expense' line on the Mileage Report form (**Exhibit A**). Parking receipts are required and must be attached to the form. For metered parking where no receipt is available, the Attendant Care Worker must submit a notarized statement (**Exhibit C**) indicating the address and itemizing the expense.
- D. The completed mileage reports must be submitted by the ACW to the Nurse Supervisor at the end of each month for the month the mileage was incurred. The Nurse Supervisor will monitor and verify the accuracy of the mileage report and submit the mileage claim to the Department Manager for review, signature and processing.
- D. The ACW will be reimbursed by Pima Health System by separate voucher at the current mileage rate established in PHS Standard & Procedure AD-IV BF-0007 Parking/Mileage Reimbursement For Use Of Private Vehicles On County Business. The voucher may be picked up at the Home Care Support Services office or mailed to the Attendant Care Worker's address at the Attendant Care Worker's request.