

## **Drive Time for Travel Policy**

### **Travel Time between facilities:**

Total time between sites is paid at hourly rate

Record the total travel time between sites at the site you travel TO

### **Travel Time if asked to work full day at another site other than your primary site:**

The time to travel from your home to the facility is paid at hourly rate minus the first ½ hour (30 min).

The time to travel to your home from the facility is paid at hourly rate minus the first ½ hour (30 min).

Record the travel time in RO at the facility you travel TO

Only record the time you are to be paid

For example:

Staff member normally works at Alden of Waterford in Aurora asked to travel to Alden of Long Grove.

Travel time from home to Alden of Long Grove is 70 min and Travel time from Long Grove to home is 70 min.

Therapist is to be paid for (70 min – 30 min) 40 min to travel to the facility and (70 min – 30 min) 40 min to travel back to their home. This is a total of 80 min (40 min + 40 min)

Record 80 min in RO for drive time.

You can also document any explanation in the notes section next to drive time.