



## **Travel Pay**

Date of Origin: *July 9, 2014*

Modification Date(s): 08/12/14, 02/01/16, 02/12/19

Date of Last Review: 3/10/2020

### **I. Purpose**

This policy documents mileage reimbursement rates and guidelines around pay for work travel.

### **II. Mileage Reimbursement**

Non-client transport is paid at a rate of .44 per mile.

Client transport is paid at a rate of .555 per mile

#### **a. Eligibility for Mileage Reimbursement When Not Transporting a Client (For Office-Based Staff)**

Home to Office = no mileage reimbursement

In cases when an employee must travel to a training or non-UCP site to begin their day, the employee is eligible to claim mileage in excess of their normal daily commute to work. (Example: John travels to Augusta to attend a training at 8 a.m. John may claim the difference between the distance traveled to the training and the number of miles he normally commutes to get to his UCP office. Miles to Augusta = 75 – 15 regular commute = 60 miles eligible for mileage reimbursement.)

#### **1<sup>ST</sup> Client of Day**

- <20 miles of travel = no mileage reimbursement
- ≥20 miles of travel = paid mileage from mile 1 (*BHP's must have a minimum shift of 3 consecutive billable hours to qualify for mileage reimbursement after 20 miles, otherwise mileage reimbursement is allowable only after 40 miles*)
- ≥40 miles of travel = paid mileage from mile 1 for BHP's with less than minimum 3-hour shift

Office to Client = paid mileage\*

Client to Client = paid mileage\*

Travel required between UCP sites and from UCP sites to other locations for work purposes is generally a reimbursable mileage expense.

*\*If an employee takes a break before, during or after their travel from office/client to client, paid time and mileage reimbursement is only applicable for the direct travel from client to client and any excess travel and/or time should be subtracted from any requests for reimbursement or paid time.*

*Example: Employee travels from Point A to Point B, equivalent to 55 miles and one hour of travel. Mileage is reimbursed at 55 miles and paid time of one hour. If employee takes a detour for personal reasons or stops for a rest/meal break, the employee must still only submit mileage reimbursement for 55 miles and travel time of one hour.*

**b. Eligibility for Mileage Reimbursement When Not Transporting a Client (For Home-Based Staff)**

For staff whom UCP has approved use of a home office as the employee's primary office location, mileage reimbursement is allowable for any travel from the employee's home office to client homes, with no minimum miles required. Mileage reimbursement is not allowable from the home-based offices to UCP offices for meetings or trainings or for returning to a home-based office from UCP unless face-to-face client services are performed at UCP locations and is the purpose for the travel.

**c. Eligibility for Mileage Reimbursement When Transporting a Client (All staff)**

Employees are paid at the client transport mileage rate when transporting clients. For the RCS program only, no more than 20 miles per week are allowable for client transport. Exceptions may be approved by RCS supervisors based on client needs and budget.

**III. Supervisory Oversight**

Supervisors are responsible for ensuring and approving the accuracy of timecards and expense reimbursements. Whenever possible, Mapquest should be used by employees and/or supervisors to verify and support the accurate documentation of actual mileage expenses.

**IV. Paid Travel Time (for hourly staff)**


1<sup>st</sup> Client of Day or to Primary Work Location = No paid time with the exception below\*

\*Case Managers will be paid time for any amount in excess of their normal commute from home to the office if traveling to a client's home to begin their day.

Justification: Case Managers are hired to primarily work from an office location and have a higher level of responsibility. Case Managers are able to bill at a higher rate than BHPs.

Travel required for UCP business purposes is generally paid time. Employees should be mindful to not include time spent on personal matters during such travel as part of paid worked time.

In situations that require extended travel for day trips (out-of-town trainings for example), UCP will pay employees for the travel time associated with those out-of-town trainings. For trainings or meetings that require overnight trips, UCP will follow IRS guidelines regarding pay for such trips. Please contact Human Resources for additional information.

  
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Scott Tash, CEO

3-12-2020  
Date