

Procedures: Travel Time

Date Written: 08/07

Date Revised: 08/09

Sumlar Therapy Services, Inc.

Employees are not paid to commute from their home to or from their service location. However, Sumlar Therapy's contracts are generally written such that travel time is paid to and from the clinic, or the therapist's starting location, whichever is less.

- Employees will be **reimbursed travel time** to and from the first and last place of business when they are in route to or from a therapy visit, and their place to begin or end their work day (home, children's daycare or school, etc) is closer than the clinic to the service location.

A therapist will **not be paid travel time if:**

- The first or last place of business is the clinic, in which case the travel time is defined as the employee's commute time.
- Or, the employee's starting or ending location is a greater distance and/or time from the treatment location than the clinic is. In this case, the employee should record the distance and mileage from the clinic to the place of service, not from their home to the place of service.

This policy serves as a benefit to both the employee and to the contractee. Therapists' home locations often plays a role in patient assignments, both in an effort to keep cost at a minimum for the contractee and in an effort to provide the benefit to the employee. Employees must be familiar with the distance from the clinic to each of their therapy locations in order to properly make the decision. It is the employee's responsibility to clarify any questions with their supervisor for individual cases.

Incorrect travel time and mileage will be corrected by Sumlar Therapy at such time it is discovered. The corrected time will be reflected on the employee's next pay check.

Mileage will be reimbursed at the current company rate, which may or may not be the IRS rate. Check with your accountant to determine your allowable deductible mileage in your specific situation.

Employees must **never charge travel time or mileage to/from a patient's location greater than that of the patient's distance from the clinic.** For instance, if you will be seeing a patient in Ozark after you see one in Dothan (30 miles from the clinic), and the Ozark patient lives only 5 miles and 15 minutes from the clinic, you cannot charge greater than 5 miles and 15 minutes to the Ozark patient. Your Dothan patient should be charged for the return trip to the clinic (or an equivalent distance). In this case, you can split the mileage and travel time by charging two units and 30 miles to the Dothan patient, and one unit and 5 miles to the Ozark patient. If the travel time is closer to 30 minutes than 45, charge only two units and 30 miles to the Dothan patient. It is the therapist's responsibility to know approximate distances from the clinic to their service locations.