



## Travel Timesheet Instructions

If you work with more than one individual and you are traveling directly from one home to the next, then you need to fill out the travel timesheet with the amount of time that you spent traveling. This should only be done if you are going DIRECTLY from one home to the next. If you stop anywhere, run errands, or are doing anything other than traveling directly from one home to the next, then you will not fill out time.

For example: You work from 1:00pm until 3:00pm at one home. You then drive from there to the next house directly and get there at 3:30. You would log the date and time you started driving and the time you arrived at the next house and then total the time. This will total 30 minutes and you will be paid minimum wage during your travel time.

Send in your travel timesheet with your normal paperwork.

DO NOT ADD TRAVEL TIME TO YOUR SHIFTS WITH CLIENTS. YOU CAN ONLY BILL TIME WITH THEM THAT IS FACE TO FACE. TRAVEL TIME IS ONLY LOGGED ON THIS FORM. LOGGING TIME NOT SPENT WITH CLIENTS OR THAT IS INACCURATE IS MEDICAID FRAUD.

