



Travel Time Billing Instructions

Absolute HCBS offers to pay (set at minimum wage) providers for time spent traveling between consumers. At the end of the provider's shift with Client A, the provider then travels directly to their next shift with Client B. If the provider takes a break or makes any kind of stop on their way to the following shift with Client B, the provider cannot use that time as billable travel time. Any billed travel time must be within the provider's allotted 40-hour workweek. Overtime pay for travel time is currently not offered at Absolute HCBS. If a provider submits travel time and it puts the provider over the weekly max of 40 hours worked, pay for those hours will not be approved.

Examples:

Billable Travel Time: The provider has a shift with Client A from 6:00 AM to 8:00 AM and their next shift starts at 8:30 AM with Client B. It takes the provider 30 minutes to travel from Client A to Client B. The provider makes no stops and arrives at their next shift on time.

Travel Time that cannot be billed: The provider has a shift with Client A from 6:00 AM to 8:00 AM and their next shift starts at 8:30 AM with Client B. It takes the provider 15 minutes to travel from Client A to Client B. The provider makes a stop at the gas station and gets a coffee. The provider arrives at their next shift on time.

Travel Time cannot, under any circumstances, be billed through SpokeChoice. Time billed on SpokeChoice is time spent face to face with the consumer. Travel Time must be recorded and submitted on the Travel Time Timesheet (can be found on AbsoluteHCBS.com). Any other form of submission of this will not be accepted.

If you have any questions about whether or not you can bill travel time, please reach out to your direct supervisor.

