

Mileage Guidelines

- 1) Start of Day - no matter if you start in clinic or in schools - your day starts at the first place you do business at.
- 2) End of Day - no matter if you end in clinic or schools - your day ends at the last place you do business at.

School Mileage

School Mileage is completed in September of every school year. This amount will be paid to you on every check. It should reflect a two week period; Monday through Friday.

- 1) Mileage starts at the first school - and goes between schools
- 2) Mileage stops at the last school

For clinic mileage:

Keep a monthly mileage log which includes the clients that were actually seen. At the end of the month, this mileage log gets turned into Clinic Director for approval. The Clinic Director then reviews & approves mileage log, turning them into the Administration Office for payment.

General:

Please note - that the office should not be a point of starting or ending, unless you actually go there on a normal basis, and it is approved by your supervisor.

For the people working in 'Clinic' - El Kiddos, as well as in schools - we need to separate the mileage for budgetary purposes.

For the mileage logs, it is an IRS requirement that the odometer readings are on the mileage form that we hand out. This is the form required to be returned to the office. If you do not turn in a mileage log, you will not receive any reimbursement.

If you have questions -

Clinic: Dania Polly: 815-217-5267
Schools: Peg Leverso: 815-347-2181

