



# MILEAGE REIMBURSEMENT FORM

*Accurate travel. Fair reimbursement.  
Together, we move forward.*

 MILEAGE LOG				
DATE	FROM	TO	KM	PURPOSE



Presentations are tools that can be used as lectures, speeches, reports, and more.

# NeoCare Health Care Services Employee Mileage Reimbursement Policy (PSW – Multi-Visit Travel)

Effective Date: 21/04/2026

## **Purpose**

This policy outlines how NeoCare reimburses Personal Support Workers (PSWs) for travel between multiple client visits during their workday.

## **Eligibility**

Mileage reimbursement applies to PSWs who travel between two or more client locations in a single shift or perform other approved work-related travel.

## **Reimbursement**

Rate NeoCare reimburses: \$0.65 per kilometre (km) This rate may be adjusted in line with government guidelines.

### What Qualifies for Reimbursement

PSWs may claim mileage for:

- Travel between client visits (Client A → Client B → Client C)
- Travel to approved meetings or training
- Travel for authorized work-related duties

## **What Is NOT Reimbursed**

Mileage will NOT be paid for:

- Travel from home to first client
- Travel from last client to home
- Personal errands or non-work-related travel

## **Mileage Tracking Requirements**

Employees must submit accurate mileage records including:

- Date of travel
- Starting location
- Destination
- Purpose of trip
- Total kilometres driven

Mileage logs must be submitted weekly using:

**Google Form**

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## **Payment Process**

- Mileage reimbursement will be paid biweekly along with payroll.
- Payments will appear as a separate line item: “Mileage Reimbursement”.
- Approved mileage reimbursements are non-taxable.

## **Compliance**

Employees are responsible for:

- Maintaining valid driver’s license and insurance
- Ensuring their vehicle is safe and roadworthy.

NeoCare reserves the right to audit mileage claims and deny inaccurate or incomplete submissions.

## **Policy Updates**

NeoCare may revise this policy at any time to reflect operational or regulatory changes.