

Travel Time

Travel time is the time it takes a provider to travel directly from the location where you provide IHSS for a recipient to another location to provide IHSS for a different recipient on the same day.

As an IHSS provider, you are eligible to receive up to 7 hours of travel time pay each workweek when you work for multiple recipients and are required to travel from one job site directly to another job site on the same workday.

Travel time does not include the time it takes you to travel from your own home to the location where you provide services for a recipient or back home after your work is completed (see exception below). Your time spent traveling between recipients' locations does not count toward your recipients' maximum weekly hours, nor is it deducted from your recipient's monthly authorized hours.

There are some rules that apply to travel time:

1. The maximum amount of travel time you are allowed during a workweek is 7 hours.
2. Travel time will not be counted as part of your assigned weekly service hours.
3. Travel time will not be counted as part of your recipients' maximum weekly hours or monthly authorized hours.
4. Travel time does not include the time it takes to travel from your home to the location where you are providing services or back to your home after the work is completed. **NOTE:** *If you provide services to a recipient in your home and need to travel to another recipient to provide services, you will be paid travel time TO the other recipient, but not back to your home after services have been provided. The time spent traveling*
5. *back to your home should not be claimed on your timesheet unless you are returning to provide additional services the same day.*
5. You will be paid for travel time regardless of the type of transportation, such as a car, bus, bicycle, or train. However, you cannot be paid for the cost of travel, such as gas, bus fare, etc. Travel time will be paid at the wage rate for the county to which you are traveling to provide care.
6. You must keep track of your travel time each week so that you can report it accurately on your travel claim form.
7. The travel claim form **is not** for travel related to recipient tasks such as doctor's visits, alternative resources, shopping and errands.

Be careful planning your travel time. Only claim the amount of time you actually spent travelling. Remember that you are limited to 7 hours of travel time in a workweek. If you claim more than 7 hours of travel time in one workweek, you will receive a violation.

TRAVEL TIME FAQ

Q How do I know if I'm eligible to claim travel time?

A *If you work for more than one recipient and travel **directly** from one location where you provide services (job site) to one recipient to another location where you provide services (job site) to another recipient on the same day, you are eligible to receive pay for this travel time. However, travel time is limited to 7 hours for each workweek. If you claim more than 7 hours of travel time in a workweek, you will be paid for the excess hours up to 14 total hours but will receive a violation.*

Q Will I receive pay for travel from my home to my first recipient's location?

A *No. Travel time does not include the time it takes you to travel from your own home to the location where you provide services for a recipient or back home after your work is completed.*

Q Is my time spent traveling between recipients' locations included in my recipients' maximum weekly hours?

A *No. Your time spent traveling between recipients' locations does not count toward your recipients' maximum weekly hours and is not deducted from your recipient's monthly authorized hours.*

Q How do I claim travel time?

A *To claim travel time, you will need to fill out a **Travel Claim Form**. If you are eligible to receive paid travel time, you will be sent a **Travel Claim**.*

Travel time is claimed on the Travel Claim Form of the recipient that you are traveling to. For example, if it takes you 30 minutes to travel from Recipient A to Recipient B, you would claim the 30 minutes of travel time on the Travel Claim Form for Recipient B. If you are traveling between counties, travel time is paid at the wage rate for the county to which you are traveling. Remember to only claim the amount of time you actually spent traveling from one recipient to another on the same day.



In order for Travel Claim Forms to be paid, timesheets need to be processed first. Travel Claim Forms can either be submitted with the corresponding timesheet for the same pay period or after that pay period.

Make sure completed and signed Travel Claim Forms are mailed to the correct address.