HILC IN-HOME

TIME AND MILEAGE ACCOUNTABILITY Aide Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | CLIENT NAME & ADDRESS  DEPARTING FROM | DEPARTURE TIME | CLIENT NAME & ADDRESS  ARRIVING TO | ARRIVAL  TIME | MILES – FOR ERRANDS ONLY | TOTAL  TIME BETWEEN CLIENTS | REASON FOR TRAVEL |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | TOTAL CLIENT POC  RELATED MILES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL MILEAGE  PAID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | TOTAL BETWEEN  CLIENT TRAVEL TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL GROSS PAID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |