Transportation, Client Transportation, Drive, and Mileage

Description: In this topic, the user will learn about the various transportation types including transportation, client transportation, drive, and mileage.

Role Required: Employee (base user)

Permission Required: N/A

Transportation

- The transportation account type <u>is</u> associated with a service code, authorization, and a client.
- Specific to the day program
  - A way for the funding source to pay the day program for transportation to and from the program
  - Typically a flat amount
  - It is not extra pay for the employee who drives the clients to and from the day program. They are paid hourly.
- Billable or non-billable
- Each entry is a single unit, not time or mileage based.
- Selected in the web portal when checking a client into the day program
  - Is an attendance entry with an hourly unit type that matches the daily units for the client's attendance
  - Add Transportation to Day Program Punches

Client Transportation

- The client transportation account type <u>is</u> associated with a service code, authorization, and a client.
- Used when the employee is driving a client (while on the clock for an hourly shift) and needs to track those miles <u>specific to the client and the authorization</u>.
- This account type is based on service code settings
  - Payable or non-payable
  - Billable or non-billable
- Unit type is miles (unit type dollars can be used as well)
- Punch entries can be entered in real-time in the mobile app or historically in the web portal
  - Time Entry – Account Type Client Transportation
  - *Please note: When entering a punch entry for mileage in the mobile app for multiple stops, click Start Client Transportation and End Client Transportation for each stop to ensure accurate mileage. Round trip is not calculated.

Drive

- Drive is <u>not</u> associated with a service code, authorization, or client.
- An employee service account must be created to be available for the employee to make punch entries
- Used when the employee gets reimbursed for the travel time (hours) spent driving
  - Example: Employee is reimbursed by the organization for travel time between clients
- Non-billable
- Unit type is hours
- Punch entries can only be entered into the web portal as a historical entry
  - Time Entry – Account Type Drive

Mileage (Drive button in the Mobile App)

- Mileage is <u>not</u> associated with a service code, authorization, or client.
- An employee service account must be created to be available for the employee to make punch entries
- Used to track mileage when the employee is driving for work but not while clocked into an hourly shift
  - Example: Mileage traveled between clients or shifts, not including travel to the first shift/client or home from the last shift/client.
  - Payable or non-payable, depending on the payable setting on the employee service account.
  - Punch entries can be entered in real-time in the mobile app by using the drive button, or historically in the web portal using the mileage account type.
    - Time Entry – Account Type Mileage (Drive button in Mobile App)
    - *Please note: When entering a punch entry for mileage in the mobile app for multiple stops, click Start Drive and End Drive for each stop to ensure accurate mileage. Round trip is not calculated.
- Unit type is miles
- Non-billable

Name	Payable or Non-Payable	Billable or Non-Billable	Unit Type	Web Portal or Mobile App	Associated w/ a Service Code, Authorization, or Client	Key Characteristics	Example
Transportation	Payable to the day program, not to an employee	Billable	Single unit - not time or mileage based	Web portal	Yes	Specific to day programs	Day program receives funding for providing transportation to and from the program
Client Transportation	Either	Either	Miles (Dollars can also be used)	Either	Yes	Used in conjunction with an hourly shift	Used when the employee is driving a client and needs to track those miles specific to the client and the authorization
Drive	Either	Non-billable	Hours	Web portal	No	Employee gets reimbursed for the travel time (hours) spent driving	Travel time between clients

Mileage (Drive button in Mobile App)	Either	Non-billable	Miles	Either (Mileage in the web portal, Drive button in the mobile app)	No	Used to track mileage when the employee is driving for work but not while clocked into an hourly shift.	Mileage traveled between clients or shifts, not including travel to the first shift/client or home from the last shift/client

Related articles

- Mobile App - Client Transportation
- Transportation, Client Transportation, Drive, and Mileage
- Time Entry - Account Type Mileage (Drive button in Mobile App)
- Time Entry - Account Type Drive
- Time Entry - Account Type Client Transportation

Mileage (Drive button in Mobile App)	Either	Non-billable	Miles	Either (Mileage in the web portal, Drive button in the mobile app)	No	Used to track mileage when the employee is driving for work but not while clocked into an hourly shift.	Mileage traveled between clients or shifts, not including travel to the first shift/client or home from the last shift/client