

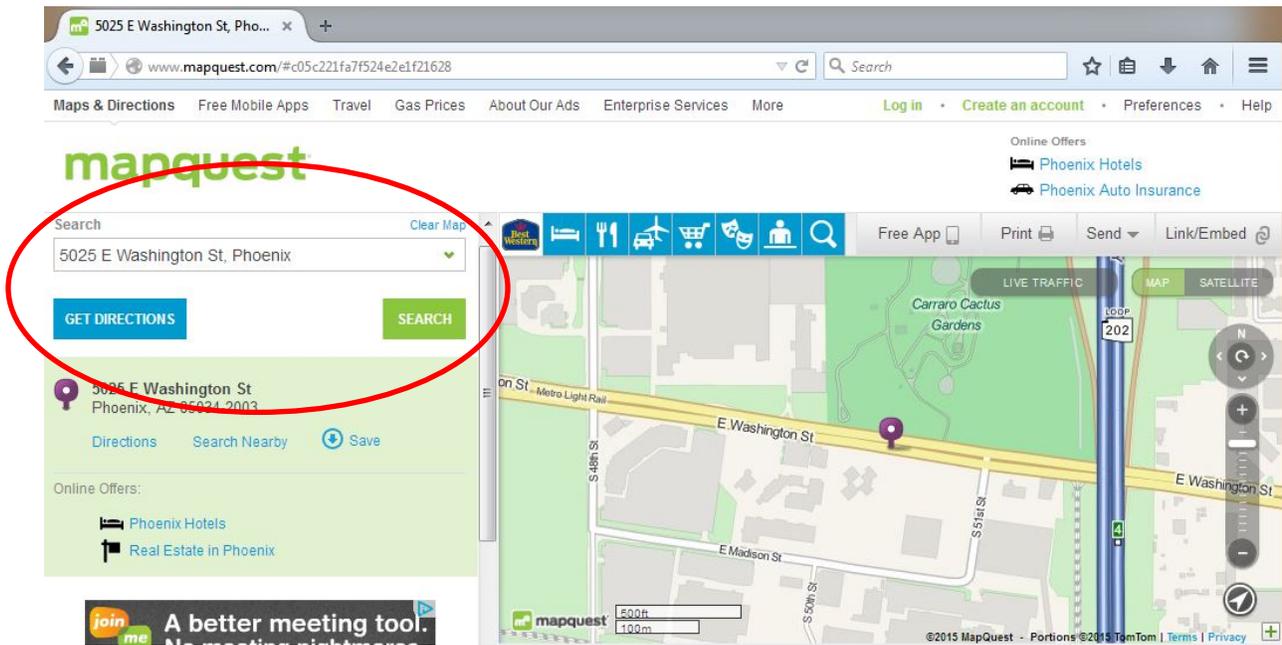
## **Instructions for Travel Time Reporting for Habilitation & Respite Providers**

*Updated 01/2017*

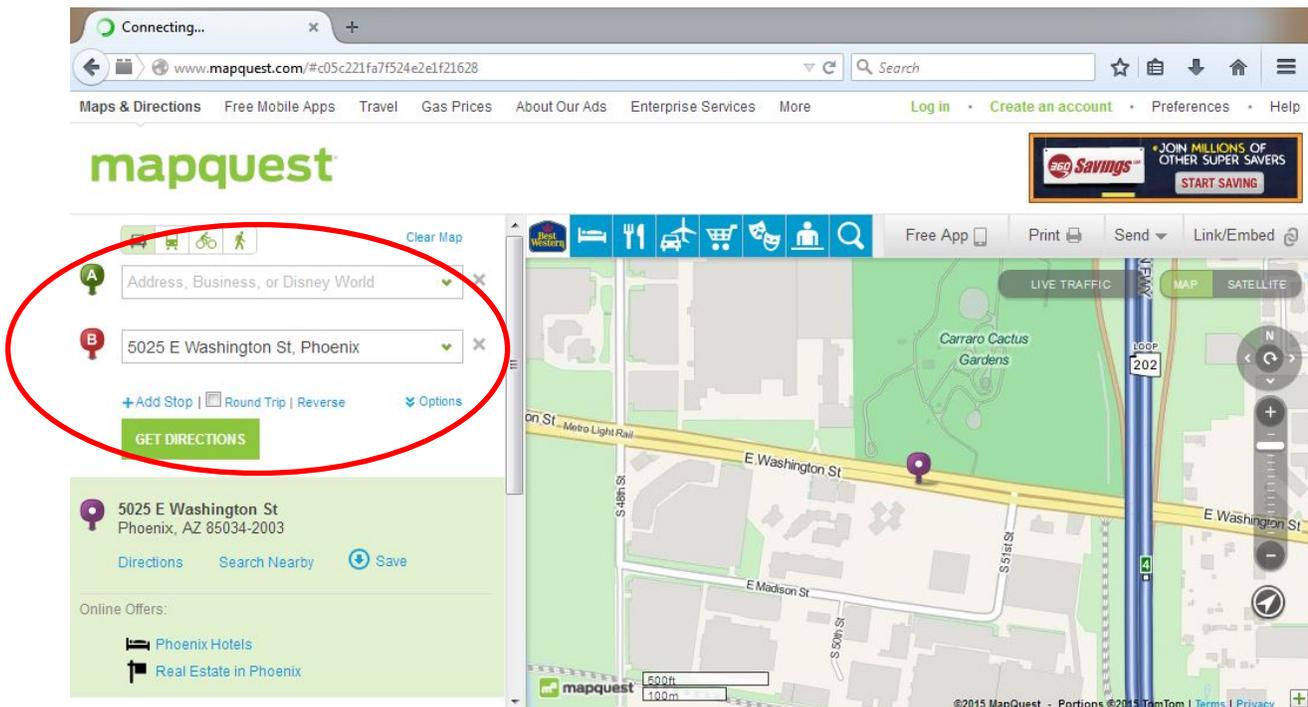
1. Habilitation & Respite Providers are paid for travel time between client homes when working multiple shifts in the same day at different client homes. The amount of travel time paid is based on the estimated amount of time it should normally take to drive from Client A to Client B.
2. The pay rate for travel time is minimum wage.
3. To begin claiming for travel time between client homes, employees must submit their initial estimated drive time report (see MapQuest result instructions below) to Payroll so that a DRV service code may be added to their chargeable services, and Payroll will add a Travel Timesheet client dropdown for purposes of reporting their trip times between two or more clients in a single day for the appropriate pay period.
4. AZA United uses the results of a [www.MapQuest.com](http://www.MapQuest.com) "Get Directions" report to determine what time may be claimed for the distance between clients' residences. That estimated time is then rounded to the nearest quarter hour (15-minute increment) to determine the amount of paid work time. The rounding follows the same rules as all other work time reporting for timesheets. For example, if MapQuest says that the distance between Client A and Client B takes 21 minutes, enter your drive time as 0.25 hours on your timesheet.
5. Employees must submit their completed, signed Travel Timesheet each pay period along with the appropriate signed client timesheets that support the drive time. The Travel Timesheet does not need to be signed by a Parent/Guardian, but will be checked for accuracy to determine corresponding client sessions.
6. The following pages show how to create a MapQuest printout.
7. Travel time will be automatically included in the Monday through Sunday work week overtime pay calculations, so be sure to include any reported travel time in the correct pay period.
8. Contact Payroll or Human Resources if you need assistance.

## How to Generate a Travel Time Report with Mapquest.com

1. Go to [www.mapquest.com](http://www.mapquest.com). In the "Search" box, enter the street address and city for Client A. Click the blue GET DIRECTIONS button.

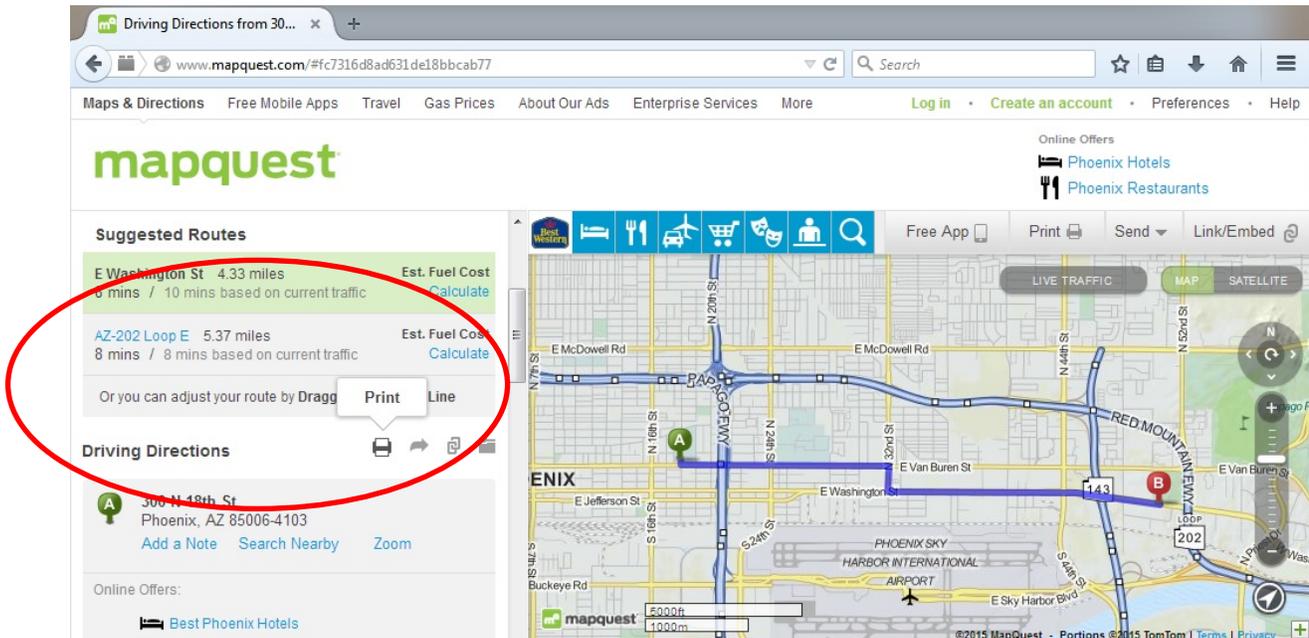


2. In Box A, enter the street address and city for Client B. Click the green GET DIRECTIONS button.



## How to Generate a Travel Time Report with Mapquest.com

- The next screen shows the estimated drive time for the trip in the green box. Click the print icon next to Driving Directions.



- Click the green "Print Page" button. You may be able to print it as a PDF if you have the necessary software. The next page shows the printout to submit with your travel timesheet.

