

Synergy HomeCare Mileage Log

Week of: _____

Odometer Reading

Date	Client Last Name	Starting Mileage	Ending Mileage	Total Miles(starting mileage less ending mileage)

**** As an employee of Synergy HomeCare, I understand the following:**

- 1 The reimbursement rate is 20 cents per mile.
- 2 Reimbursement is paid after the first 10 miles driven to a shift AND after the first 10 miles heading home. If you leave one client and go to another, log your miles to the second client. Then log your miles from the second client home.
PERSONAL MILES AFTER OR BEFORE A SHIFT ENDS WILL NOT BE REIMBURSED,
- 3 This is being done to help employees with the rising cost of gasoline
- 4 The rate of 20 cents per mile could be changed if gas price rise or fall substantially
- 5 This mileage sheet must be submitted weekly on Monday.
- 6 It must be signed by the employee and dated. No signature is required from the client
- 7 Late mileage sheet submissions will not be accepted

Signature: _____

Date: _____