

NEW TRIP- Licensed/Certified Caregiver Mileage

New Trip

Date*: 2026-06-22  Enter "0" for case number.

Case Number*: 0

Start Name*: Starting Destination (see notes below)    

Start Address*: 355 WEDGEWOOD CIR

Start City*: AKRON State*: OH Zip*: 44312 ☐ Add to Address Book [Clear Address](#)

*Entering the Zip Code first will populate the City and State fields.

Destination Name*: Ending Destination (see notes)    

Destination Address*: 18 N. Forge St.

Destination City*: Akron State*: OH Zip*: 44304 ☐ Add to Address Book [Clear Address](#)

*Entering the Zip Code first will populate the City and State fields.

Click "Round Trip" if applies ☒ Round Trip? ☐ Mileage Manual Override?

Memo field: enter child First Name & Last Initial, plus reason for trip

(* Mandatory Fields)

Get Mileage 9.2 Save Continue Trip Print Clear Form

* By selecting Save, I certify that the mileage/expense submitted is true and accurate

Map & Directions

Click "Get Mileage" and "Continue Trip" or Click "Save" to complete entry if round trip.

The icons next to the Start and Destination Name fields can be used to auto-populate the address fields.



The **Home** icon will auto populate YOUR HOME ADDRESS.



The **Office** icon will auto populate the AGENCY ADDRESS.



Clicking the **Address Book** icon will open a new screen displaying **common agency destinations**.



Clicking the **Places** icon will open a new screen that allows you to [search MapQuest for businesses](#) by name or category. Select an address to populate the address fields on the previous screen.



Typing in the Address field will begin searching MapQuest for known addresses. You can select from the list to automatically update the remaining fields.

- Company Mileage is calculated using MapQuest. Reimbursement is based on the route with the shortest travel time.
- Once you hit save, the trip automatically moves to your coordinator's queue for approval.
- Trips that do not include information in the memo field will be rejected and will need to be resubmitted. (You will receive an email alerting you of this)
- Mileage will be paid on a weekly basis for all trips entered and approved by Monday at Noon.
- Any mileage not approved by Monday at Noon will be paid on the next week's import.
- When mileage is processed by fiscal staff, you will receive an email itemizing trips and payments for that week. Except for holidays or unanticipated delays, you should receive payment within the same week.

For any questions, please reach out to your coordinator.