



Student Wellness Services Department
Home and Hospital Instructional Services
9361 South 300 East, Sandy, UT 84070
Telephone: 801-826-5506 Fax: 801-826-5507

Short-Term Home & Hospital

Payroll & Mileage Reimbursement Information

Timesheets

1. Teachers may claim **up to 2 hours** per general education student visit and .5 hour prep time weekly, **outside of regular contract hours**. If you spend an hour with the student, you may claim one hour on your timesheet.
 - a. **Please note: If you meet virtually with multiple students at the same time, you may claim the time for only one student. However, you may claim .5 hour prep time per week for each student.**
2. Please turn in your timesheets **monthly**, and **only enter dates for one month on each timesheet**. Remember to attach your matching Teaching Record/s to the timesheet. If possible, combine hours for all students you are serving on one timesheet.
3. Timesheets are due to Home & Hospital Instructional Services, Canyons District Office, on the **second working day of the month**.
4. All timesheets must be **completed electronically**. Handwritten timesheets will not be accepted.
5. Please be sure to **enter information in all of the highlighted areas**.
6. You must enter the appropriate budget code. It is: **10/school number/9285/1015 /131**.
7. You must **enter your hourly rate** in order for the timesheet to calculate properly. The person responsible for payroll at your school should have this information. If they do not have it, please contact the Payroll Department at 6-5326.
8. You and your administrator must sign the timesheet, and that **original timesheet** must be sent to Home and Hospital Instructional Services, with the [Teaching Record](#). Faxed/emailed copies will not be accepted.

Mileage Reimbursement

1. Mileage Tracker requests do not have a due date. They should be submitted annually or when the amount payable reaches/exceeds \$25.
2. Teachers must use the **Mileage Tracker** on the Canyons website. If you have questions about how to use this feature, contact Student Wellness Services at 801-826-5506 or Accounting. This form must be printed, signed and submitted to Home and Hospital Instructional Services, Canyons District Office.
3. All mileage must be calculated from your school to the student's home/meeting place. It may not be calculated to or from your home. **Remote instruction may be required for students who are living outside of CSD boundaries on permit.**
4. You must enter the budget code in the appropriate field. The code is: **10/school number/0050/2490/581**.
5. You and your administrator must sign the reimbursement form, and the **original** form must be sent to Home and Hospital Instructional Services, Canyons District Office.