

Approved Mileage Reimbursement

1	Visitation (Agency, off grounds, or Sibling visits)
2	Counseling Appts. and Wraparound Mtgs
3	SAR's/Court Hearings/Family-To-Family and any meetings held at the Agency
4	Medical Appts., Hospital Appts/Visits
5	School (only if child is suspended from bus, or transportation is not offered for tutoring, special education programs, summer school, or to maintain child in his/her home school)
6	All agency sponsored events/programs for foster children that are held on Agency property (i.e. graduation luncheon, Independent Living)
7	Student Senior Activities (i.e. Baccalaureate, Graduation ceremony, OGT exam)
8	FAPA meetings that involve ongoing training.

- Transportation to school, daycare, sporting events/practice is not reimbursable.
- Per the Trumbull County Auditor's request, all mileage will be figured using the "shortest distance", at the agency approved mileage rate. This is the same for all staff.
- Foster caregivers will also be reimbursed for tolls and parking if an official receipt is submitted. (Without an official receipt which clearly shows the source and date, an affidavit must be completed and submitted with the receipt).
- Any "special" mileage reimbursement requests must be submitted in memo by the Foster Caregiver's Resource Caseworker. The request will be reviewed and approved/denied by the Senior Supervisor.
- All mileage forms must be submitted no later than the 10th of month (for the previous month).

Effective

September 1, 2015

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