

# Foster Parent Travel Reimbursement

You may be reimbursed for following types of travel expenses incurred as a Foster Parent:

- To transport the child to medical and mental health appointments
- To transport the child to “special” education and vocational training
- To transport the child to visits with parents, siblings or relatives.
- You may also be reimbursed for transportation to approved in-service training sessions.
- Staffings and court proceedings.

If you are not a Medicaid Provider, you may submit your travel reimbursement request through your Family Care Counselor. These requests should be submitted monthly.

PSF reimburses travel for these events at a rate of \$0.445/mile

You will not be reimbursed for routine travel to such places as school, church, and child’s place of employment, social activities, shopping, vacation or picking up WIC checks or prescriptions.

Instructions:

1. **All travel must be separated by month; you can not claim travel for more that one month on the travel reimbursement form. Also, if there is outstanding travel from the previous months this will need to be turned in as soon as possible. Travel will need to be submitted in 60 days from the last day in the month.**
2. **The travel reimbursement form should include: your name and signature, the child’s name, the family care counselor’s name, travel date, travel to/from, purpose of travel, number of miles, and start/arrival times.**
3. **Sign the form before it is submitted on the line that says ‘Employee Signature’ and submit it to:**

**Partnership for Strong Families  
Attn: Max Petion  
5950 NW 1st Place, Suite A  
Gainesville, FL 32607.**

**Make a copy for your self; I will submit the form to Finance for approval. I can be reached at 352-244-1548.**

4. **All travel requires documentation of proof, such as a note from the case worker for visitation or service center visits, or a doctor note from a doctor or therapist office. A copy of your training certificate or agenda can be used to verify training.**
5. **Travel forms must have original signatures (no fax or e-mails).**