



Tip Sheet

Travel Reimbursement

Partnership for Strong Families supports foster parents in meeting the many transportation needs of children in licensed care through travel reimbursement. Travel is reimbursed at the current rate set by the State of Florida.

Travel that is eligible for reimbursement for children primary to Partnership for Strong Families:

- Transporting the child to medical and mental health appointments.
- Transporting the child to “special” education and vocational trainings (includes PT/OT).
- Transporting the child to visits with parents, siblings, or relatives.
- Travel to attend court proceedings and staffings.
- Travel to attend approved in-service training sessions (includes QPI and FAPA).

Travel that is NOT eligible for reimbursement:

- Routine travel is NOT eligible for reimbursement and includes travel to school, daycare, church, child’s place of employment, social activities, shopping, vacation, or picking up prescriptions.
- Travel for children who are not primary to Partnership for Strong Families. Check with the Community Based Care Agency that has primary case responsibilities for travel reimbursement procedures.

Instructions:

- PSF has two (2) travel reimbursement forms. One form is for “Visitation Related Travel” only and one form is for “All Travel, Except Travel Related to Visitation”.
- The “Travel Verification Signature form” should be used to provide necessary proof of required travel.
- All travel must be separated by month (you cannot claim travel for more than one month on the same travel reimbursement form.)
- Travel must be submitted at the end of each month (travel should be submitted by the 20th of the following month).
- Travel submitted more than 60 days after it occurs will be reimbursed only on an exceptional basis.
- The travel reimbursement 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/end travel times.
- All travel requires documentation of proof such as a note from a doctor’s office, therapist office, or training certificate.
- Travel should be submitted to the Administrative Assistant for PSF’s Licensing Department at:
5950 NW 1st Place, Gainesville, FL 32607.

Tips:

- Travel forms must be signed and submitted monthly via mail, fax or emailed to Lakeysha.Allen@pfsf.org
- Travel documentation should be submitted with the reimbursement form.
- Follow up with the Licensing Department’s Administrative Assistant, Lakeysha Allen 352-244-1521 to confirm travel reimbursement request was received.
- Travel forms can be found on PSF’s website at:
<http://www.pfsf.org/partner-families/partner-family-resources/>
- Map mileage can be found at:
<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- Meals may be claimed for required and approved overnight travel (such as out of area hospital stay and attending conferences). Please be sure to seek advance approval when meals are being claimed.

Document as you go and turn travel in promptly at the end of each month.