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GUIDELINES FOR TRAVEL REIMBURSEMENT

For Residential Non-Public Schools (NPS) and Residential Treatment Centers (RTC)

Your child may be enrolled in a residential school outside of Sonoma County or Sonoma County Charter SELPA. You or your child's travel associated with the child's initial placement, subsequent therapeutic visits for you to meet with your child and his/her therapist at the Residential Nonpublic School (NPS)/Residential Treatment Center (RTC) or your child's therapeutic visits home may be reimbursable by the Local Education Agency (LEA). The determination of the number of funded round trips per fiscal year (July 1 - June 30) is determined by your child's Individual Education Team (IEP) in collaboration with the therapeutic staff at the NPS. Typically, up to four trips is considered a guideline. More or less visits may be necessary based on the therapeutic needs of the student as determined by the IEP team. Reimbursement will be provided for transportation, lodging, and related costs as specified below for two (2) parents (parent as defined by CA Ed Code).

GUIDELINES FOR REIMBURSEMENT

- Parent is responsible for making all travel arrangements unless the local LEAs reserved the right to do so.
  * Please confirm with your child's LEA if they will be purchasing tickets on your behalf or if you will be purchasing and then reimbursed.
- The NPS must complete the "Request for Therapeutic Visit" form provided by the LEA at least 30 calendar days in advance of he requested trip. Exact dates of therapy must be noted. If more than one day of family therapy is requested, sessions must be on consecutive days only (two days maximum), weekdays only.
- Parent and NPS should notify the LEA at least thirty (30) calendar days in advance of the trip and complete a Travel Authorization Form provided by LEA.
- LEA will contact parent and confirm that trip is approved and eligible for reimbursement.
- Purchase of airline tickets must be made twenty-one (21) days in advance of travel.
- Parent is responsible for submitting original itemized receipts for allowable expenditures.
- Parent should keep a copy of the itemized receipts and documents for personal records.
- Claim form and original documentation are to be submitted to LEA within 30 days after travel.

ALLOWABLE EXPENDITURES FOR REIMBURSEMENT

- **Airfare:** Coach class-submit passenger ticket receipts for student and/or parent(s) indicating date, passenger name, destination, and cost. If a trip is postponed, reservations should be cancelled immediately.
- **Automobile mileage:** Allowance for transportation by private automobile to and from the residence of the student and the NPS/ RTC at the IRS approved rate or air fare coach class; whichever is most economical.
- **Hotel:** Itemized original payment documentation. Contact NPS/RTC for recommendations re: suggested hotels.
- **Rental car agreements and fuel receipts - not to exceed compact/economy rental rate:** Itemized original payment documentation. (Maximum two day car rental) Allowable car rental fees: daily rate, airport concession fee, and taxes only. Pre-paid fuel will not be reimbursed.
- **Mileage reimbursement:** For private vehicle use between student's home and NPS/RTC may not exceed estimated costs of roundtrip airfare and car rental.
- **Meals:** Reimbursement is dependent on each LEAs individual policy.
- **Airport Parking:** Receipt required.
- **Shuttle, fly-a-way, taxi to and from airport:** Receipt required and not to exceed $20.00 one way.

SAMPLE

TRAVEL REIMBURSEMENT CLAIM FORM

NPS Student: _____ Non-Public School/Residential: _____

Name of Person Submitting Claim: _____ Relationship to Student: _____

Address: _____ Phone: _____

Person Traveling: _____ Signature of Person Traveling: _____

Beginning Date of Travel: _____ Ending Date of Travel: _____ Family Therapy Day(s): _____

NON-ALLOWABLE EXPENDITURES FOR REIMBURSEMENT

- First Class/Business Class airfare
- Cost of checked baggage
- Travel expenses for siblings, extended family, friends or advocates
- Mid-size, intermediate or luxury class car rentals
- Any additional car rental fees such as insurance coverage, damage waiver, navigation system, fuel costs by car rental company
- Entertainment related expenses (i.e. amusement park, sporting events, movies, etc.)
- Alcoholic beverages, snacks, and tips
- Weekend trips
- Visitations to NPS/RTC sites prior to placement
- Altered or falsified receipts constitute fraud, and therefore all request for trip expense reimbursements will be made null and void

TRANSPORTATION (Air, Car Rental, Shuttle, Taxi)		**Day 1** Date:	**Day 2** Date:	**Day 3** Date:
Type:		$	$	$
Type:		$	$	$
Type:		$	$	$
Type:		$	$	$
STANDARD HOTEL RATE		$	$	$
ADULT DAILY MEAL ALLOWANCE Limits per adult per day:				
Breakfast:	$ 7.00	B: $	B: $	B: $
Lunch:	$10.00	L: $	L: $	L: $
Dinner:	$23.00	D: $	D: $	D: $
OTHER RELATED EXPENSES				
1.		$	$	$
2.		$	$	$

- All requests for reimbursement must be accompanied by itemized, original dated receipts.
- No reimbursement shall be made without such receipts.
- Receipts must specify date and the exact cost of each item for which reimbursement is required.
- Organize receipts by date and submit no later than thirty (30) days after travel.
- Keep copies for your files.
- Allow 45 business days for review and receipt of reimbursement.

OFFICE USE ONLY:

_____ _____

Signature of District Administrator for Approval *Date* *Trip#* *1* *2* *3* *4*

(Circle One)