

**EDUCABLE CHILD PROGRAM
DIRECTIONS FOR COMPLETING TRAVEL REIMBURSEMENT REQUEST
2018-2019 SCHOOL YEAR**

Heading:

- 1) Enter name of the facility.
- 2) Enter the van number.
- 3) Enter the bus/route dates: Monthly

Reimbursement Form:

- 1) Date of route
- 2) Stop Number/Child's Name - Student/Group Home Name
- 3) Points of Travel
 - Starting from the Facility to Stop 1 (See Example:)
 - From Stop 1 to Stop 2 (See Example:)
 - Capture the distance from one stop to the next stop.
- 4) Miles driven = MapQuest or Rand McNally Usage.
 - This should include the actual address of the student or group home.
 - Maps should include full route
 - Please submit full size maps
- 5) Mileage Reimbursement Rate = .54
- 6) Billable Days
 - Transportation will only be paid for the days students are present.
 - If the student was absent and the route was run in the morning we will not reimburse for the afternoon.
- 7) Last Pickup/Drop off to the Facility – Distance from the last stop returning to the facility.
- 8) Note: If this form is not completed correctly, it will be returned and payment will be delayed.