

INSTRUCTIONS
(Submit Expense Account and All Receipts)

1. Enter month and day expense incurred. Submit at least bi-monthly. A separate form is required on each individual child.
2. Enter address to and from.
3. This column for private vehicle use only. Enter starting and ending readings on odometer. Subtract starting reading from ending reading to determine mileage. If mileage chart is applicable, multiply by rate and enter total in amount column.
4. Enter parking charges, overnight auto storage and bridge or road toll charges. Designate "P" for parking and "T" for Toll.
5. Use of public transportation- Bus fares/Taxis.
 - A. Travel must be the most direct route.
 - B. Actual fare for transportation by public carrier shall be reimbursed.
6. Transportation
 - A. Transportation for, or on behalf of, the foster child, as reimbursed to a foster parent or as payable to a vendor, may be allowed when necessary under the following circumstances:
 - (1) To carry out a special plan for the child;
 - (2) To provide regular transportation required over a period of time;
 - (3) To provide essential transportation when the distance or the means of transportation or the time of day entails unusual cost.
 - B. The amount may include:
 - (1) Public transportation costs for the child or for the adult to accompany him when necessary, or both; provided, however, that the costs may not be met when the adult is an employee of another agency;
 - (2) Incidental expenses such as meals;
 - (3) Cab fare when necessary because of emergency needs or lack of less expensive means of transportation;
 - (4) 34.5 cents per mile, when a foster parent furnishes transportation in a personally owned car.
7. Meals, including tips
 - A. The cost of meals is reimbursable only under the following conditions:
 - (1) The cost of any meal is allowed only when the meal is the direct result of the foster parent being unable to reach home within two hours of his/her normal arrival due to circumstances (emergency medical care- hospitalization) involving a foster child.
 - (2) The amount allowed is the actual costs of meals up to, but to not exceed the amounts listed below:

Breakfast	-	\$6.50
Lunch	-	\$8.50
Dinner	-	\$16.00
 - (3) A brief statement of the circumstances is required on the transportation reimbursement form.
8. Telephone calls for official reasons (Agency approval prior to calling is required) are payable with proper receipts.
9. All items having amounts over \$1.00 must be support by a receipt, except for travel in a privately owned automobile or local bus service.