

The foster parent should submit a Travel Form to receive reimbursement. The form should include the date of travel, time of departure and time of return, destination to include the purpose of the trip and the name of the child the trip was for, along with the number of miles each way. Mileage forms must be separated by month (i.e. mileage for January and February must be submitted on two separate forms, rather than one form). Mileage will be reimbursed at the rate of \$.44 cents/mile. Completed travel forms should be turned in to the foster parent's Licensing Specialist. Forms received and approved by noon on Wednesday will be paid the following Friday. Incomplete or inaccurate forms will be returned to the foster parent for revision.