EDUCABLE CHILD PROGRAM
DIRECTIONS FOR COMPLETING TRAVEL REIMBURSEMENT REQUEST
2023-2024 SCHOOL YEAR

Heading:

1) Enter the 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 the full route.

- Please submit full-size maps.

5) Mileage Reimbursement Rate = .625

6) Billable Days

- Transportation will only be paid for the day 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.

- See SharePoint Instructions