

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	700: Provider Network & Licensing	
<b>Policy Name:</b>	Foster Parent Travel Reimbursement and Travel Support	
<b>Policy Number:</b>	706	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Attachments:</b>	Foster Parent Travel Form	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to regulate travel for business purposes and to reimburse appropriate foster parent travel expenses.

## Procedure

- A.** If funding is available, BBCBC may reimburse foster parents for travel expenses incurred by the use of foster parents' personal vehicles in providing allowable foster care services at the rate approved by the Board of Directors.
- B.** Foster Parents will submit their travel reimbursement requests on the State of Florida Travel Reimbursement Form.
- C.** The foster parent should fill in the payee name, address information and sign at the Payee's signature. If the form is submitted electronically via email, it must be accompanied by an email requesting payment from the foster parent.
- D.** Travel reimbursement should be submitted to the accounting department for payment.
- E.** The designated Accountant will validate the placement of the child(ren).
- F.** Foster parents travel will be reimbursed for extraordinary, non-routine day-to-day parenting responsibilities.
  - 1.** As a general rule, travel reimbursement will be made for trips outside the "normal" parenting responsibility of a foster parent, with the exception of transportation to/from child care in excess of five (5) miles one-way (ten (10) miles round trip).
  - 2.** However, each situation is unique and the designated Accountant should be consulted for approval of unusual travel requirements.
- G.** Foster parents who are faced with evacuations due to inclement weather may be reimbursed if additional evacuation costs occur that would not have occurred if not in the foster parent capacity.
  - 1.** These expenses must have prior approval from both the Foster Home Management Supervisor and well as BBCBC's CFO or designee in order to be reimbursed.
- H.** Reimbursement for conferences and meeting costs must have the prior approval from the Foster Home Management Supervisor.
- I.** Travel Reimbursement is to be emailed to [fostercaretravel@bigbendcbc.org](mailto:fostercaretravel@bigbendcbc.org).

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J. Examples of allowable and unallowable expenses are as follows:

## 1. Allowable Travel Expenses.

- a. Medical, mental health, dental, and Health Department appointments for foster children.
- b. School conferences (parent/teacher meetings) pertaining to foster child(ren) in the foster parent's home at the time of the conference.
- c. Foster parent training and meetings, including the 8-hour in-service training prior to re-licensing.
- d. Religious services if foster child is required to attend a different church than the foster parents attend.
- e. Court hearings.
- f. Court-ordered parent/relative visits for foster children.
- g. Placements.
- h. Taking the child to daycare in excess of five (5) miles one-way and not in conjunction of the foster parent's employment.
- i. Shopping only when purchasing items specific to children's special needs (i.e., Medical equipment, glasses, etc.).

## 2. Unallowable Travel Expenses.

- a. Family outings including movies, dances, festivals, carnivals, beach/picnics, etc.
- b. Trips to the mall or friends house.
- c. Vacations.
- d. Taking adolescent to and from work (Discuss this with your adolescent's caseworker prior to finalizing a plan).
- e. Taking foster children to school (except where the foster parent is driving the child to school (no bus provided) in order to keep the child in his own home school).
- f. Trips with multiple children will only be reimbursed as one (1) trip; reimbursement will not be made for each child in the car.
- g. Travel reimbursement should be submitted monthly, by the 5th day of the month.
- h. Payment will not be processed if received more than thirty (30) days after the end of the month.