

MONTH _____

ONONDAGA COUNTY
DEPARTMENT OF SOCIAL SERVICES
FOSTER PARENTS MILEAGE LOG

NAME _____

VENDOR # _____

LICENSE PLATE# _____

Mail to: Foster Care Accounting
with room & board form

OR Email to: casey.steinberg@dfa.state.ny.us

<u>TRIP DATE</u>	<u>CHILD'S NAME</u>	<u>CHILD'S CIN/CASE #</u>	<u>*REASON FOR TRIP</u>	<u>LOCATION FROM</u>	<u>LOCATION TO</u>	<u>ODOMETER START</u>	<u>ODOMETER END</u>	<u>MILES</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____	_____

*Medical, Dental, Therapy, School Conference, Visitation, Agency, etc.

TOTAL MILES _____

I HEREBY CERTIFY THAT THERE IS IN FORCE AN AUTOMOBILE LIABILITY INSURANCE POLICY COVERING THE VEHICLE USED WHILE ON COUNTY BUSINESS. SUCH POLICY PROVIDES MINIMUM NEW YORK STATE LIMITS OF \$10,000. PERSON, \$20,000. ACCIDENT, \$5,000. PROPERTY

Please remit forms for reimbursement within 90 days of rendering the services or payment will not be rendered.

Signature: _____

MILEAGE

Foster parents are entitled to bill for mileage expenses when transporting a foster child.

Mileage expenses may be claimed for the following reasons:

- Trips for Medical appointments, procedures, and filling prescriptions.
- Trips to the Dentist
- Trips to Therapy appointments
- Trips to visit with birth parents or siblings.
- Trips to school conferences.
- Trips to and from school when busing is not available.
- Trips to daycare (home to daycare and daycare to home)
- Trips to the agency.

Please check with the child's caseworker if you are not sure that certain transportation is reimbursable. You are entitled to file for the round trip mileage when you take a child to a visit. You claim from your home to the visit and your return home from the visit. If you are dropping the child off and returning home without the child because the child is on an extended visit, you are still entitled to file for the round trip mileage. When you return to pick up the child you claim the round trip mileage. If you are taking a child to a visit and running errands while you are waiting for the visit to end, then you claim the mileage to the visit and home but not the mileage for the errands. If you are transporting two or more children to the same destination, please submit billing for just one of the children.

Mileage rate is currently \$.50 per mile plus parking fees. Please submit receipts.

Mileage forms need to be completed at the end of each month and submitted to Foster Care Accounting with the room & board form. Mileage claims beyond 90 days of rendering the services will not be reimbursable.