

POLICY 3313

YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

DISTRICT TRAVEL REIMBURSEMENT GUIDELINES FOR OUT OF COUNTY RESIDENTIAL NONPUBLIC SCHOOLS VISITATIONS

POLICY:

It is the responsibility of each member LEA of the Yolo County SELPA to supervise the reimbursement of up to four (4) trips per fiscal year (July 1 – June 30) provided when prior approval is obtained and procedures are followed, documentation requirements are met, and approval is given by the Special Education Director for a student with special needs to be enrolled in a residential nonpublic school outside of Yolo County SELPA. Travels associated with the student's initial placement, subsequent therapeutic visits by family members with the therapist, or the student's therapeutic visits home, may be reimbursable subsequent to appropriate travel expenses and completion of procedures as approved by Governance Council. Nothing precludes the district from approving travel reimbursement for situations deemed to be emergencies by the district.

Reference Government Code §7570-7588

Superintendents' Council

Adopted: January 23, 2009

Second Reading: January 23, 2009

First Reading: October 15, 2008

PROCEDURE 3313

YOLO COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

DISTRICT TRAVEL REIMBURSEMENT GUIDELINES FOR OUT OF COUNTY RESIDENTIAL NONPUBLIC SCHOOLS VISITATIONS

PROCEDURES:

District Travel Reimbursement Claim Form EXHIBIT B

Your child with special needs will soon be enrolled in a residential school outside of Yolo County SELPA. Your travel associated with the child's initial placement, subsequent therapeutic visits by you to meet with your child and his/her therapist at the Residential Nonpublic School or your child's therapeutic visits home may be reimbursable by the local school district. The reimbursement of up to four (4) trips per fiscal year (July 1 – June 30) is provided when prior approval is obtained and procedures are followed, documentation requirements are met and approval is given by the District Director.

Please use *Travel Reimbursement Claim Form Exhibit B*. All travel must be approved by the District Director for initial placements, family therapy/counseling, and therapeutic home visits.

Procedures for Reimbursement

- **PARENT** must submit a request for travel to school district/special education director at least **thirty (30) calendar days** in advance of the trip for prior approval. (Exhibit A)
- Nonpublic school must provide the _____ with written documentation of the EXACT date(s) of therapy session(s) before travel approval is granted. Note: If more than one day of family therapy is requested, sessions must be on consecutive calendar days only (**two days maximum**).
- _____ will contact parent and confirm that trip is approved and eligible for reimbursement.
- PARENT _____ is responsible for making all travel arrangements.
- Parent is responsible for submitting **ORIGINAL** itemized receipts for ALLOWABLE EXPENDITURES. **Make a copy of the itemized receipts and documents you submit to the NPS Department. Keep copies for your files.**
- Claim form (Exhibit B, attached) and documentation are to be submitted to the _____

PROCEDURE 3313

DISTRICT TRAVEL REIMBURSEMENT GUIDELINES
FOR
OUT OF COUNTY RESIDENTIAL NONPUBLIC
SCHOOLS (Continued)

Allowable Expenditures

- **Airfare** – Coach class - submit passenger ticket receipts for student and/or parent(s) indicating date, passenger name, destination and cost. If a trip is postponed, reservations should be cancelled immediately. The air fare reimbursement will be based on the lowest published rate (21) days in advance of departure date. The District may reimburse (hotel/airfare) amounts to be determined by the current federal per diem rates for the area.
- **Automobile mileage** – allowance for transportation by private automobile to and from the residence of the student and the nonpublic school at the District approved rate.
 - Travel Reimbursement shall be based on the lesser amount of either the airfare or auto mileage.
- **Hotel** – itemized original payment documentation. The District may reimburse a standard Hotel accommodation at the rate determined by US Government Service Administration for the area. Contact school for recommendations re: suggested hotels. The District may reimburse (hotel/airfare) amounts to be determined by the current federal per diem rates for the area.
- **Rental car agreements and fuel receipts** – not to exceed economy car – itemized original payment documentation
- **Meals** – reimbursement shall not exceed district travel per diem (per adult, per day) – with itemized original payment documentation indicating the date, name and location of the restaurant
- **Airport parking** – receipt, not to exceed district approved amount per day
- **Shuttle, fly-a-way** – to and from airport –receipt not to exceed district approved amount one way.

Non-Allowable Expenditures Including, but not limited to:

- First Class/Business Class Airfare
- Travel expenses for family members (i.e., siblings, etc)
- Luxury hotels/accommodations
- Luxury vehicles rentals
- Student meals
- Meals not in line with district per diem policy
- Entertainment related expenses (i.e., amusement parks, sporting events, movies, etc.)
- Alcoholic beverages
- Internet or non-room expenses
- Snacks
- Tips, etc.

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