

Invoicing for Relative Placement Travel (NOT Receiving Per Diem)

Updated November 2017

Prior to completing your [Relative Parent Travel Invoice](#), please review **Section II (Travel Definitions)** below to ensure that you only log travel that is reimbursable.

The mileage reimbursement rate is a flat rate per mile based on the approved state employee mileage rate, which will vary and is based on the **Indiana Department of Administration (IDOA) Mileage Reimbursement Memos**, which are available on the IDOA website: www.in.gov/idoa/2459.htm

I. Travel Invoice Instructions

1. Fill in the **Children's Person ID's** at the top right corner of the travel invoice. All children that are being claimed during the invoice month must be included in this section; separate invoices for each child are not permitted (e.g. if four children are placed in the home in February and travel is being claimed for two, both children must be included on one invoice).
2. Enter the **Month of Travel**.
3. Enter the appropriate **Mileage Rate**. **Be sure to select the rate from the appropriate IDOA Mileage Reimbursement Memo (see 2nd paragraph of this document above) that corresponds to the dates of travel you are invoicing.** If you are using the Excel version of the Travel Invoice form, click on the field, and current and past rates will drop-down for selection.
4. List each one-way trip on the travel invoice separately for each destination.

For Example:

- A round trip to the doctor's office must be listed as two separate trips: 1) Home address to doctor's office address; and 2) Doctor's office address to home address.
 - A trip with two separate destinations before returning home would be listed as three separate trips: 1) Home address to doctor's office address; 2) Doctor's office address to DCS office address; and 3) DCS office address to home address.
5. For each trip, enter a **Date**, **Starting Address**, **Destination Address**, **Reason Code** (which is found at the upper-left of the Travel Invoice) and number of **Miles Driven**.
 - You should use the MapQuest (www.mapquest.com) website and use the shortest mileage distance for your trips. If you are unable to do so and use your car odometer, please note that reimbursement to you will be based on the MapQuest shortest distance, so you may not be reimbursed for the exact amount you enter on your invoice.
 6. If you are using the **Excel** version of the [Relative Parent Travel Invoice](#) form via computer, the totals within the invoice will automatically add/multiply for you. If you need to submit multiple pages, be sure to use the Excel sheets, as indicated at the bottom of your computer screen, as there are formulas built-in to link those Excel sheets together.

***** SKIP to step 8 if you are using the Excel version of the travel invoice. *****

7. If you are unable to use the Excel version of the Travel Invoice via computer and need to complete it by-hand, you will need to manually add/multiply for your totals:

- Add up the total number of miles that you drove by adding all of the numbers in the **Miles Driven** column together. Place this number in the row at the bottom of the invoice that is titled **Total Miles Driven (All)**.
- Take the number of **Total Reimbursable Miles** and multiply it by the **Mileage Rate** (item #3 above) to get the total dollar amount you may claim.
- Place the resulting total dollar amount in the last row at the bottom of the invoice titled **Total Claimable \$**. **Please note: Total Claimable \$ must be completed. DCS fiscal staff is prohibited from increasing an invoice. Invoices with zero or no total amount will be returned.**

8. To complete your travel invoice:

- Complete the boxes at the bottom asking for your family name, address, e-mail address, ST number, signature, telephone number and date. **(Note that an original signature on each page of the invoice is necessary, and failure to provide that may result in return of the invoice).**

Submit your completed form to your Benchmark Family Services staff member so the Benchmark Accounting Department can submit your form to the state of Indiana for payment. The reimbursement will be included on your per diem check once it is approved.

II. Travel Definitions

A relative caregiver may receive an additional amount for properly claimed travel expenses incurred on behalf of a child placed in the home if the travel was for any of the following purposes:

1. Travel between the relative family home and the school in which the child was enrolled before placement and continues to be enrolled while residing with the relative family, to the extent that school transportation is not provided or required to be provided under applicable Indiana law by a public school corporation or other state or local agency¹;
2. Travel to and from the following types of health related appointments²:
 - a. Doctor (primary care physician and any specialists)
 - b. Dentist (including orthodontist)
 - c. Health clinic
 - d. Hospital/Emergency Room (including relative caregiver visits during child inpatient episodes)

¹ This does not include school extracurricular activities.

² This does not include trips to the pharmacy or the like to pick up medications, etc.

- e. Occupational and Physical Therapists
 - f. Behavioral Health Counselor and Therapist
3. Travel to and from the following types of case activities:
- a. Administrative case reviews
 - b. Judicial reviews (court appearances)
 - c. Case conferences
 - d. Child and family team meetings
 - e. Foster parent training sessions
 - f. Parent and/or sibling visits (including visits to other relatives that are authorized by the department and are a part the child's case plan) and visits to facilitate the transition to another placement
4. Travel to and from Head Start (if transportation not provided for by the school), summer school (if transportation not provided for by the school), pre-school (this does not include daycare), summer camps (if not for daycare) and school required extracurricular activities. Please note that travel to/from day care and/or Early Head Start is not claimable for mileage.
5. For youth 14 years and older, travel to and from employment for the youth or job searching for the youth.
6. Other – Must be authorized by Department and must have prior Local Office Director approval before the trip; please attach authorization to the Travel Invoice.
7. Pre-Adoptive/Pre-Placement Travel.