

Foster Parent Mileage



✉ Request Travel Approval

*Foster Parents may receive mileage reimbursement for unique situations.



- Email your Foster Family Support Specialist prior to the travel requesting approval.
- Provide details to your specialist regarding the reason for travel and any efforts to meet the child's need in your local area.

✉ Fill out

- Fill out the top section of the form (traveler name, address, and SSN)
- In column 1- enter the date of the travel
- In column 2- enter the starting point address TO destination point address
NOTE: Enter only one date and one destination per row. If you travel to visitation, then to the doctor, then back home, you must enter each destination into a new row. If you travel from home to the doctor and back home, you can enter that as a round trip on one row.
- In column 3- enter the initials of the child and the purpose for the travel. For example JS Shands Appointment.
- Leave column 4-6 blank
- In column 7- enter the mileage for the trip that matches a Google map.
- In the "Statement of Benefits" section, type the name of the children and county of their case. For example: John Smith Leon County.
- Fill out the traveler's signature portion at the bottom of the form

✉ Google Maps

*a map for each trip is required to process mileage

- Go to maps.google.com
- Click the  button and input the starting address and the destination address
- Press enter
- Click the menu  button in the top left corner and choose "print"
- Save the map as a .pdf document.

✉ Double Check

- Claimed mileage matches the Google map mileage
- Dates are in sequential order
- Child's initials are stated with each trip
- Child's county is included in the "Statement of Benefits" section
- Mileage form is signed and dated

✉ Submitting your form

- Completed mileage forms AND accompanying Google maps are due to fostercaretravel@nwfhealth.org by the 5th of the following month.

