November 6, 2012

HURRICANE SANDY TRAVEL REIMBURSEMENT INSTRUCTIONS AND FORM

Here is a form families can use to seek reimbursement from the DOE for travel related expenses to transport their child to a 4410 program. Sherwyn James from OPT has confirmed that these forms can be used for special education (including Pre-K) and general education students, even though the form says it is only for general education students. Here is a link that can be used by schools to access the reimbursement form in various languages http://schools.nyc.gov/Home/InOurSchoolsToday/2012-2013/cancellations.html

Reasonable Travel Reimbursement for Pre-K to 8 General Education Students in Relocated Schools

Until further notice, parents or guardians of children in grades Pre-K to 8 attending relocated schools may seek reimbursement for transporting their children to school. This applies to general education students only since special education students will continue to be bused as per each Individual Education Program (IEP). Through Friday, November 9th, reimbursement is available for round trips. Starting Monday, November 12th, reimbursement is limited to trips with children (reimbursement is not available for parent/guardian return trips).

Mail completed form with receipts to: Office of Pupil Transportation – Finance Department, 4th Floor
44-36 Vernon Boulevard, Long Island City, NY 11101
If you have any questions call: (718) 707-4500

Parents/Guardians who drive their child to school

• Will be reimbursed $0.55 cents per mile for the trips with children.
• Enter the mileage for the trip when the child is with you for the morning drop-off (AM) trip, the afternoon pick-up (PM) trip, and the total for the day.

Parents/Guardians who use a taxi or car service

• Enter “Taxi” or “Car” (for car service) in the morning drop-off (AM) and afternoon pick-up (PM) fields and the Receipt amount.
• Attach original receipts to the reimbursement form.

Parents/Guardians who use Metrocards

• Enter “Metro” in the morning in the morning drop-off (AM) and afternoon pick-up (PM) fields.
HURRICANE SANDY TRANSPORTATION REIMBURSEMENT FORM

Parent and Student Information

Parent Name:   First: ___________________________ Last: ___________________________

Home Address:  ___________________________________________ Apt# __________________

________________________________________________________________________________

Tel/Cell#:  
________________________________________________________________________________

Student(s) Name(s):  ____________________________________________

Date(s) of Birth:  ____________________________________________

Student ID:   
________________________________________________________________________________

School Name/Boro:  ____________________________________________

Carefare Expenses (only for)

Mon:  Date: _____ AM Trip Miles:_____ PM Trip Miles:_____ Miles: _____ Taxi/Car Receipt: $_____

Tues: Date: ______ AM Trip Miles:_____ PM Trip Miles:_____ Miles: _____ Taxi/Car Receipt: $_____

Wed: Date: _____ AM Trip Miles:_____ PM Trip Miles:_____ Miles: _____ Taxi/Car Receipt: $_____

Thurs: Date: _____ AM Trip Miles:_____ PM Trip Miles:_____ Miles: _____ Taxi/Car Receipt: $_____

Friday: Date: ___ AM Trip Miles:_____ PM Trip Miles:_____ Miles: _____ Taxi/Car Receipt: $_____

Total Miles: ______ X $0.55 cents = $__________ 

Total Taxi/Car: $____________

Total Metrocard Trips: ____________

Parent Signature: __________________________________ Date: __________________________

FOR PROCESSING UNIT USE ONLY
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