

**REIMBURSEMENT FOR TRAVEL EXPENSES FOR OUT-OF-COUNTY
RESIDENTIAL NON-PUBLIC SCHOOLS**

It is the usual practice of the Monrovia Unified School District to reimburse parents/guardians of special education students attending out-of-county residential nonpublic schools for travel expenses. Funding will be authorized for two (2) trips per academic school year (one per semester).

Travel is approved for initial placements, family therapy/counseling, and home visitations recommended and approved by the residential facility.

Guidelines for Reimbursement:

1. Parent or residential school staff member is responsible for making travel arrangements.
2. Parent is responsible for submitting original receipts for allowable expenditures incurred personally.
3. The non-public school shall provide the District with written documentation of the exact dates of therapy sessions/visitations.

Allowable Expenditures:

1. Persons authorized to travel will select the most economical mode of travel and the District will reimburse the lesser amount.
 - a. Airfare – submit passenger ticket receipts for student or parent as appropriate 21 days in advance, coach class. Transportation for initial placement will be reimbursed for student and one adult only.
 - b. Automobile Mileage/Car Rental – allowance for transportation by private automobile to and from the residence of the student and the nonpublic school located outside Los Angeles County at the District approved rate, or rental whichever is lesser amount.
2. Motel/Hotel – itemized original payment documentation (one night per date of a designated session) not to exceed \$65 per night.

3. Rental Car Agreements – compact-sized car – itemized original payment documentation.
4. Airport Parking – receipt – (LOT C or less expensive – LAX).

Non-Allowable Expenditures:

1. Travel expenses for siblings.
2. Expense which exceed regular/customary fees such as:
 - luxury hotels/accommodations
 - luxury / full-size vehicles
 - first class/business class fares
 - alcoholic beverages
 - food/snacks
 - tips
3. If more than one day of family therapy or reunification is requested, sessions shall be on consecutive calendar days. (Weekend expenses, for example, shall not be covered for sessions scheduled on a Friday and the following Monday.)