

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

PARENT TRANSPORTATION REIMBURSEMENT PROCEDURE

Effective Date: March 1, 2005
Original Effective Date: October 22, 2003
Reference:

Policy:

1. Student Information Management System (SIMS) Report is verified for accuracy and submitted to Transportation Coordinator by the third working day after the end of each month.
2. Parent reimbursement request is sent to Transportation Coordinator on or before the seventh (7) day of each month.
3. Transportation Coordinator will verify reimbursement forms against the contract for accuracy of mileage and attendance.
4. Transportation Coordinator will submit all parent reimbursement requests to the Business Office Accounts Payable staff with the attached SIMS report on or before the tenth (10) day of each month.
5. Accounts Payable Clerk will review calculations, make necessary corrections in conjunction with the Transportation Coordinator, and submit reimbursement requests to the DHHS Controller's Office by the fifteenth (15) day of each month.

Note:

- The Transportation Coordinator works as a liaison between the school and the parent on all transportation issues.
- The Accounts Payable Clerk troubleshoots all reimbursement problems with the Accounts Payable Staff in the DHHS Controller's Office.