



Board approved and adopted on: January 22, 2018

Instruction

BP 6159.21

Policy: REIMBURSEMENT FOR RESIDENTIAL PLACEMENT TRAVEL EXPENSES

Per California Education Code Section 7572.5 (c) (1), (2), and (3), the Da Vinci Schools has agreed to reimburse the parents/guardians of our special education students for the following items:

1. Da Vinci Schools will be responsible for the student's initial transportation to the identified residential facility as soon as the student can be placed and the return of the student per the Individualized Educational Plan.
2. Residential placement visits:
 - a. If the identified residential facility is less than 120 miles from the Student's home in the region, the Da Vinci Schools will reimburse the student's parent for mileage at the current charter-approved rate for up to three round trips per year, commencing July 1st through June 30th of the following year, for either a home visit by the student or a school visit by one of the student's parents/guardians.
 - b. If the identified residential facility is more than 120 miles from Student's home in in the region, the Da Vinci Schools will reimburse the student's parent round trip air fare (at no more than a coach fare rate) for up to three trips per year, commencing July 1st through June 30th of the following year, plus the following:
 - (a) Up to two nights lodging in a hotel or motel per visit at a rate not to exceed \$150.00 per night for a school visit by one of the student's parents/guardians.
 - (b) A rental car for up to three days per visit at a rate not to exceed \$40 per day for a school visit by one of the student's parents/guardians.
 - (c) Cost of meals, not to exceed \$30 per day for a school visit by one of the student's parents/guardians.
3. Parents/guardians must provide the Da Vinci Schools with at least a 30-day notice of any trip requiring reimbursements.

**Individualized receipts must be submitted for all items being submitted for reimbursement.

**All receipts for food purchases must individually list all items ordered at the time of purchase.

Da Vinci Schools,
El Segundo, California



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Administrative Regulation: REIMBURSEMENT FOR RESIDENTIAL PLACEMENT TRAVEL EXPENSES

Parents of students with special education placement needs referred to Residential Treatment Center (RTC) as part of their Individualized Education Plan will be reimbursed for student, parent/guardian only travel as they relocate to the charter approved facility, participate in the program and return to Da Vinci Schools for educational programming. The following shall occur prior to parent access for reimbursement:

1. Special Education Director shall be make the parents aware of the travel guidelines at the time of the placement following the Individualized Educational Plan (IEP) meeting.
2. Transportation arrangements shall be made in collaboration with the charter approved Residential Treatment Center. This may include escort services as appropriate. Travel dates shall correspond to program enrollment dates. If transportation is available through the RTC, arrangements shall be made in collaboration with
3. Travel shall be discussed and agreed to by the Residential Treatment Center (RTC) treatment team to ensure appropriateness of treatment planning and appropriate parent involvement/therapeutic benefit. Director to discuss with case manager prior to approval of payment.
4. Payment request form shall include the date, description and amount for the travel expense. It must meet the guidelines in the BP 6159.21.
5. Parents shall be advised to keep receipts for all travel expenses, including flight or car expenses (mileage/gas logs) lodging, meals and car rental.
6. Once payment request form is approved, Da Vinci Schools shall reimburse parent for their expenses.

Refer to Da Vinci Schools Payment Request form for additional detail.