



Driving more than 25 miles?

- ✓Track your mileage
- ✓Fill out the form
- ✓Tell us the story
- ✓Send in the form
- ✓Get reimbursed

All mileage is reimbursed at the State of Florida approved rate of \$0.445 per mile based on city-to-city map mileage found on the Florida DOT website.

<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>

Vicinity mileage must be tracked and reported separately by the driver using your odometer.

Florida Statewide Guardian ad Litem Office
PO Box 10628
Tallahassee, FL 32302

GuardianadLitem.org
1-866-341-1GAL

Did you know?

Starting July 1, 2018, volunteers who travel out of county more than 25 miles (round trip) can request reimbursement for their mileage simply by completing a short form that verifies their mileage and the reason for the trip. We want to make it easier for volunteers to “Go the Extra Mile” for our kids!

The same goes for transporting relative placement children and children in foster or group care, long distances for important events such as family visits, college interviews, sibling visits, etc.



Reimbursement for Extraordinary Travel Expenses



Going the Extra Mile?



Many Guardian ad Litem volunteers travel long distances to represent the abused and neglected children they represent. This can involve children placed out of circuit, and sometimes out of state; arranging and observing family visits; or driving for holiday visits or family funerals.

The 2018 Florida Legislature appropriated funds to reimburse extraordinary travel costs, and Governor Rick Scott approved this funding in the General Appropriations Act.

Reimbursement for extraordinary travel may affect your income tax claim for federal tax deductions. Please consult a tax professional if you have questions.

What Travel Qualifies for Mileage Reimbursement?

You can request reimbursement for mileage if:

- you travel 25 miles round trip related to advocacy for a child. (i.e. to visit a child they are appointed to represent, or to a sibling or family visit, or an important event in the child's life such as a college visit, a family event, a job interview, or a relative's funeral, or a related trip involving training or issue.)
- you travel any distance to transport a courthouse dog to a GAL-related event where they will comfort or support kids, or
- you travel out of state or need to fly out of state (NOTE: out of state and air travel require advance approval from the Circuit Director), or
- you volunteer more than 10 hours a week. If you volunteer more than 10 hours a week, any mileage that is incurred past those 10 hours will be reimbursed.

The child must be in foster, group or relative care to qualify.

Exceptions must be approved in advance by the Circuit Director. If you have any questions, ask your Child Advocate Manager or Circuit Director, or call the GAL Finance Office at 850-922-7213.

How Do I Request Reimbursement?



Fill out the form that accompanies this brochure, have it approved by your Child Advocate Manager (CAM), and ask them to send it to:

Guardian ad Litem
Volunteer Travel
PO Box 10628
Tallahassee, FL 32302

OR

Ask the CAM to send your completed form to the GAL Office by email to:

travel@gal.fl.gov

Please be sure to provide the justification or results of your trip on the reimbursement request form. This is very important.

Funds for this initiative are appropriated only for July 1, 2018 - June 30, 2019. GAL will be collecting your stories in order to request that the Legislature make this funding permanent.