



FAQ for Volunteer Mileage Reimbursement

Q: When you are counting the 10 hours can you count all your cases or is it per case?

A: Yes, you can count all of your cases.

Q: I have a case where the court is in the next county. I drive 44 miles round trip for each hearing. Would that count towards a reimbursement for travel?

A: Yes, you can include traveling to court as long as the travel is 25+ miles round trip.

Q: I am displaced due to a Hurricane and have to travel more than 25 miles to visit children, their families, and court. Can this travel be reimbursed?

A: Yes. If you are displaced due to a natural disaster (hurricane, flood, tornado, etc.) you can be reimbursed for travel related to your guardian ad litem cases.

Q: What do I do if I pick up a child and travel to multiple locations with the child before returning home?

A: The Travel Summary worksheet has been updated to include a box to report all other miles traveled. You will need to keep track of all miles driven to other destinations after you pick up a child and return him/her home. These other miles will be considered your vicinity miles for the trip and will be recorded in the vicinity miles column of the travel voucher form once they are entered on the trip summary form.

Q: What do I do if I have multiple trips in one day?

A: If you have multiple trips in a single day, you should work with your Child Advocate Manager (CAM) or local Budget Liaison to complete a single travel voucher form that captures all trips for that day.

Q: Can I use the online form to report travel for different days?

A: No. The online form was set up for those instances where a volunteer would only make one trip in a day to see a child. If you travel over multiple days and want it all on one form then you should work with your CAM or local Budget Liaison to complete a regular travel voucher form. That form has to be signed and dated by both the traveler and his/her supervisor before it is emailed to the travel inbox for processing.

Q: Can I just authorize a CAM to sign my travel voucher?

A: No. Travel Voucher forms must be signed and dated by the person who did the travel. This signature appears below the attestation section of the form. The attestation section basically says that you have accurately reported your travel and that the travel is necessary and consistent with the mission of the Guardian ad Litem Program.

Q: I have not been paid yet, can we just send the travel voucher again?

A: No. If a travel voucher has been submitted then you should not send it to the travel inbox again. Instead, you should reach out to Kendrick Frison or David Windle to find out the current status of your reimbursement. Either of them can be reached by calling the main Guardian ad Litem number (850) 922.7213.