

Donna Bratley
236-427-6382

List the date in calendar order only once. Combine miles traveled in one day. Use whole numbers only. (11 miles not 11.4 miles.)

Travel points are towns/cities, not the county. (Harvest - HSV - Harvest)

Trip Type: If your travel is limited to Madison County only, it is considered local travel.
Travel outside of Madison County is considered to be same day with return.

If you are traveling 6+ consecutive hours, then you can enter your time of departure/return; otherwise, you can leave hour of departure/arrival blank.

Per Diem: \$11.25 – at least 6 hours, but not over 12 hours out of county
\$30.00 – 12 hours out of county
\$75.00 – overnight trips or training (includes hotel/food expenses)

DHR fiscal year is 10/1/YY – 9/30/YY.

* 30 day turn around for pymt

If it becomes necessary for you to abbreviate some of your destinations, please use the commonly used abbreviations listed below:

HSV = Huntsville
Mad = Madison
HG = Hazel Green
New Mkt = New Market
OXR = Owens Cross Roads
Home = when you leave from or return home.

* must have W-9 for person getting the reimburs. checks?

On the claim comment line, you will need to type the abbreviation as well as the full name of the destination traveled.

Receipts – write the case # only on the receipt (no names) and add as an attachment to the ITRIP form.

Acceptable:

Parent visits, court hearings, case consultation, out of town Dr/clinic visits.

Unacceptable: Ordinary parental duties: school, daycare, local extra curricular activities, local dr/clinic visits.
* these may be covered