Parent Mileage Reimbursement

Policy

Arrowhead Head Start will help financially support Head Start parents and guardians when participating in pre-approved Head Start activities with reasonable mileage expenses.

Procedure

• Head Start parents and guardians may request mileage reimbursement for any pre-approved program activity they participate in, such as:
  o Policy Council Meetings
  o Committee Meetings
  o Program Projects
• Head Start parents and guardians should carpool whenever possible.
• Arrowhead Head Start reimburses parents and guardians of enrolled children for mileage expenses at the current AEOA rates.
• The reimbursement form must be completed and signed either by the parent, guardian or staff.
• The reimbursement form must be submitted to the Head Start office for payment.
• Head Start parents and guardians must submit a completed direct deposit form with a voided check to the Head Start office for electronic payment processing.
• Reimbursement payments are deposited in the parent’s or guardian’s bank account within three weeks of processing.

See Arrowhead Head Start Policy Council Reimbursement, AEOA In-Area Travel Expense and Direct Deposit form.

This policy complies with Head Start Performance Standards 45 CFR Section 1304.50
Approved by Policy Council on 2-16-1999
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