

# Practice Alert



Date: August 2020  
Issued by: Adoption/Guardianship, ICPC, and DFAS Travel Units

PA #: PA20-AD-03

## NONRECURRING PLACEMENT RELATED TRAVEL EXPENSES

The purpose of this practice alert is to remind staff that adoptive parents and guardians are eligible for reimbursement for reasonable and customary placement related travel expenses to complete an adoption or guardianship. These expenses must be included in the adoption or guardianship agreement and may only be reimbursed to a maximum of \$1000. Travel related expenses are limited to pre-placement transportation, food and lodging expenses.

Pre-placement transportation is at the current state rate for travel as of the date of the trip. All arrangements for airline, train or bus tickets MUST be made through the DFAS Travel Unit using the Child Travel Request or Train Ticket Request which are located on the Division of Finance and Administration, DFAS website at <https://dssintranet.mo.gov/dfas/> by completing the forms and e-mailing to [DFAS.travelunit@dss.mo.gov](mailto:DFAS.travelunit@dss.mo.gov) or faxed to 573-751-6934. As a reminder, all one-way out-of-state travel requests for children being placed in an adoptive home or with a guardian must be approved by the ICPC Unit and the arrangements for travel made through the DFAS travel unit.

**Food and lodging expenses** will be reimbursed at the current state rate for both in state and out of state travel. Adoptive parents and guardians are strongly encouraged to have reservations for lodging made through the DFAS Travel Unit using the lodging request form which is also available on the DFAS website.

All nonrecurring adoption or guardianship placement related expenses are to be specifically included in the adoption or guardianship subsidy agreement. Appropriate receipts for reimbursement include a stamped "paid" receipt, a cancelled check, or money order receipt, invoice or credit card statement, which verifies the incurred expense.

Payment for nonrecurring adoption or guardianship expenses may only be made **after** the adoption or guardianship has been finalized.