



STATE OF HAWAII
DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION SERVICES

REQUEST FOR PRIVATE CAR MILEAGE REIMBURSEMENT

Name of Parent/Guardian: _____ Phone #1: _____ Phone #2: _____

Home Address: _____ Zip Code: _____

Name of Payee (if different): _____ Phone #1: _____ Phone #2: _____

Mailing Address: _____ Zip Code: _____

Driver's Name: _____ Driver's Phone: _____

Year/Make of Vehicle: _____ V.I.N.: _____

Insurance Company: _____ Policy No.: _____

Effective Date: _____ to _____

Name of Student(s): _____

School(s): _____

I will be claiming Mileage Reimbursement for School Year _____ :
(Check appropriate box)

- Morning:** Home to Assigned Bus Stop/School
- Afternoon:** Assigned Bus Stop/School to Home
- Roundtrip:** Home to Bus Stop/School **plus** Bus Stop/School to Home

I certify the above information is true and correct. I understand misrepresentation on this request may result in loss of mileage reimbursement privileges.

(Signature of Parent/Guardian)

(Date)

I certify student(s) attends school(s) indicated, and agree to verify monthly attendance.

(Signature of Principal/Designee)

(Date)

To Be Completed by Student Transportation Officer:

* Homeless SPED Other _____

Distance from Home to Assigned Bus Stop/School: _____

Minimum Qualifying Distance for Student's School Level: _____

Total Qualifying One-Way Mileage for Reimbursement: _____

Total Daily Mileage for Reimbursement: _____

(Signature of Student Transportation Officer)

(Date)

APPROVED **DISAPPROVED**

(Signature of Student Transportation Services Manager)

(Date)

* "Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:

- (i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 42 USCS §11302(a)(2)(C));
- (iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.

If you have any questions regarding the above, please call 1-866-927-7095.