ALWAYS KEEP A COPY OF YOUR LOGS

Foster Family Monthly Expense Log

Children, Youth & Families Department
STATE OF NEW MEXICO

Mileage expenses & incidental requests for reimbursement must be submitted within 45 days from the first date of service/purchase

In the table below, please list the date, miles traveled, and purpose of the travel. For reimbursement, the travel must be in one of four approved categories listed in your Occasional & Reasonable Personal Incidentals packet.

Month/Year	Child's Name
Foster Parent or TFC Agency Name & Provider ID #	
Child's FACTS ID #	Case #
Permanency Placement Worker/County Office	

Date	Miles	Visitation/With Whom/Location	Hearings/Staffing	Medical/Mental Health/MFD Required	School of Origin Name

Additional expense logs and incidental allowances on back →

HELPFUL INFORMATION FOR RESOURCE/FOSTER PARENTS

Foster Care Maintenance Rates and Payments

Children, Youth & Families Department
STATE OF NEW MEXICO

Date	Miles	Visitation/With Whom/Location	Hearings/Staffing	Medical/Mental Health/MFD Required	School of Origin Name

INCIDENTAL ALLOWANCES

Foster parents may be reimbursed for certain pre-approved expenses incurred on behalf of the child beyond the expenses covered by the maintenance payment. These extra allowances include extracurricular activities and sports (up to $500/year), education costs such as tutoring (up to $500/year), graduation (maximum of $750), respite (3 days/month at $25/day), special diet (if medically prescribed), and vacations (5 days per annual year up to $250/year, $50/day). **Requests for reimbursement must be accompanied by receipts. These are per child allowances.**

Date of purchase/expense	Amount	Item purchased & reason List the item, reason purchased, and attach the receipt with store/vendor name, item description, date of purchase, and method of payment.