

HIV Health Services Planning Council Sacramento EMA

Policy and Procedure Manual

Subject: Member Reimbursement Policy

No: GOV 09

Date Approved: 02/25/04

Date Revised: 05/25/05

Date Reviewed:

Background

Current Health Resources and Services Administration (HRSA) policy allows for Planning Council members to receive reimbursement for reasonable expenses incurred as a result of their participation in the work of the HIV Health Services Planning Council. The “work of the Council” has traditionally included the activities of standing committees and work groups formed by the Council.

Mileage Reimbursement

Mileage reimbursement eligibility shall include travel to and from Planning Council and Committee meetings and other Council functions. Mileage is reimbursed at the current Federal Government rate. No receipt is required, but an Automobile Expense Form must be submitted indicating actual distance traveled. *In addition to proof of auto insurance and current driver’s license, a Mileage Reimbursement Authorization Information form must be on file in order to receive mileage reimbursement.*

Public Transportation

Public transportation will be reimbursed when request is accompanied by a receipt or a valid ticket indicating the fare paid. Members are required to utilize the most economical means of transportation available.

Childcare Expenses

Childcare expenses incurred as a result of Planning Council meetings and functions will be reimbursed at a rate equivalent to the maximum rate paid by Ryan White childcare providers. (\$6.00/hour for one child, and \$7.00/hour for more than one child. Rates will be reviewed annually.) Childcare will be reimbursed for up to one (1) hour before and one (1) hour after scheduled Planning Council meetings and functions. A receipt must accompany your request.

Parking Expenses

Parking expenses will be reimbursed when accompanied by a receipt. Duration of eligible parking reimbursement shall include up to one (1) hour prior to and one (1) hour following scheduled Planning Council meetings and functions.

Out of Town Travel Expense Reimbursement

Planning Council members may be requested to attend out of town conferences or meetings. All requests to attend these meetings will be made by the Executive Committee.

Additionally, Planning Council members may request assistance in attending conferences not mandated by the Health Resources and Services Administration (HRSA). Requests for assistance

to attend non-HRSA conferences will be made to the Executive Committee and shall include estimated costs as well as a justification for assistance in relation to the mission of the Planning Council. Requests will be judged by the Executive Committee based on availability of funds and benefits of Council representation at each conference.

Airfare and hotel accommodations (when required) will be arranged and prepaid by the Council. ***Do not anticipate reimbursement for air or hotel expenses unless arranged by Council staff.*** Original receipts must be submitted with a completed Expense Reimbursement Form (attached).

The current rates for reimbursement for Council business expenses requiring out of town travel are:

Meals

Breakfast	\$ 6.00
Lunch	\$ 10.00
Dinner	\$ 18.00

Incidentals \$ 6.00 per day

The above rates are based on Community Services Planning Council rates. However, in realizing that meal and incidental costs vary by region, reimbursement rates for high cost centers will be applied according to the United States General Services Administration’s annual per diem rate schedule. Rates will be reviewed annually.

Meal rates are actual amounts, meaning that unspent funds cannot be carried over from one meal to the next.

Receipts are to be turned in with the reimbursement form. No receipts are required for incidentals.

When necessary, it may be possible to advance the cost of out of town travel for members. This will not be the general policy. However, should the need arise for a member to travel who does not have the ability to cover the costs of meals and incidentals out of pocket, the Council may calculate and advance the daily rate of \$40.00 (or appropriate amount as outlined in the United States General Services Administration’s annual per diem rate schedule). Should a member receive an advance on travel expenses, detailed receipts must be presented upon return. Any unused monies shall be returned to the Council upon return.

Additional Information

In addition, expenses incurred by Council members in the performance of their duties (i.e., consumable supplies, long distance telephone charges, and FAX charges) may be reimbursed.

Should members have any questions or need further clarification of the reimbursement policy, please contact HIV HEALTH SERVICES PLANNING COUNCIL STAFF.

Approved: _____
Joseph Robinson, Jr. Chair