

MEMBER EXPENSE REIMBURSEMENT POLICY

Stipends for VTDDC and Committee Meetings:

On request VTDDC members who are not paid by another agency to attend VTDDC business may be given a stipend for a meeting held in-person, by phone or similar electronic means as follows:

- \$20 ~ Minimum (for meetings at least one hour)
- \$30 ~ Half day (Meetings between 2 and 3 hours)
- \$60 ~ Full day (Meetings between 5 hours or more.)

Expenses for VTDDC and Committee Meetings:

On request, members who are not paid by another agency to attend VTDDC business will be reimbursed for expenses to attend VTDDC and committee meetings. Agency members will be reimbursed only on prior arrangement with the Executive Director.

Expenses that are routinely reimbursed are:

- Mileage. Reimbursement will be based on the actual number of miles traveled at the current state rate. Note: You cannot be reimbursed for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance or similar expenses because they are considered part of the mileage rate.
- Transportation Expenses, including bus and train fares, tolls, parking and the like. Receipts are required to be reimbursed for what you paid.

The following expenses need to be approved in advance by the Executive Director or designated staff:

- Meals (including tips). In-state meals can be reimbursed at the State rates if you have arranged and received approval in advance. Out-of-state meals will be budgeted as part of trips on behalf of the VTDDC. The cost of alcoholic beverages is never reimbursable.
- Specialized services:
 - Providers of approved child care, special transportation services and the like can be paid directly, or members can be reimbursed for their services. You need to submit an itemized receipt signed by the service provider. Staff can assist you with forms.
 - Providers of support services to members such as personal care assistance may bill VTDDC directly after completing an application process.

Reimbursement for Disability-Related Events, Trainings, or Conferences Connected with VTDDC Business (in-state and out-of-state).

The Executive Director may approve requests for reimbursement for activities when the total expense costs less than \$250, including attendance at outreach activities on behalf of the VTDDC.

For events costing more than \$250, requests need to be made to the Executive Director. The request will be presented to the Executive Committee, and may be approved based on relevancy to VTDDC business and availability of funding. When several members apply to attend the same event, members will be asked to complete applications following the Executive Committee Fund format.

Procedures for Stipends and Reimbursements:

Members must submit a State of Vermont Personal Expense Claim form to receive stipends or expense reimbursement. Members are encouraged to submit the form at the end of the meeting or as soon as an expense is paid or incurred. Requests made more than six months after a meeting or incurring an expense may not be honored.

VTDDC follows the guidelines applied to state employee expense accounts.

[Adopted June 14, 2011, based on February 9, 2006 revision. Meals revised June 25, 2015.]