

Montana Council on Developmental Disabilities
POLICY # 2.11
ADOPTED June 19, 2008, Amended March 12, 2009

REIMBURSEMENT OF MEMBER EXPENSES

It is the policy of the Council that members appointed by the Governor that are consumers, Legislators and representatives of nongovernmental organizations are entitled to reimbursement of expenses reasonably incurred in service as a member, including expenses for child care/respite and personal assistance services. -Council members (excluding state agency representatives) and attendants shall be compensated for travel expenses in accordance with prevailing federal rates.

PROCEDURES

Reimbursement for Council members for expenses incurred is available for the following activities:

- a. Council Meetings
 - b. Committee Meetings
 - c. Travel time related to meeting attendance
 - d. Specific Council Assignments (conferences, task force Membership, etc)
1. Obtain a Travel Voucher reimbursement form and worksheet from Council Staff and complete as per instructions.
 2. The member must sign the Travel Voucher form. Only original signatures are acceptable; no photocopies.
 3. Receipts for hotels and transportation must be included with the Travel Voucher. Meals are reimbursable based on federal travel regulations; no receipts are necessary. Any incidental expense over \$25.00 must be accompanied by a receipt, i.e., parking, taxis, etc.
 4. If a Travel Voucher appears unreasonable, the Executive Director will discuss the claim with the member filing the voucher.