



MT Council on Developmental Disabilities

Policy # 2.11

Adopted June 19, 2008

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.

Expenses for Council members and attendants are reimbursed according to per diem and travel as stipulated by prevailing federal rates. State agency representatives are not entitled to reimbursement from the Council.

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.