



## MT Council on Developmental Disabilities

### Policy # 2.12

Adopted June 19, 2008

#### **ADVANCEMENT OF TRAVEL FUNDS AND COMMERCIAL TRANSPORTATION FOR COUNCIL MEMBERS**

Council members who need financial assistance to attend a Council meeting may request an advance of travel funds.

In order to obtain financial assistance for travel in advance of participating in a Council activity, the Council Member shall contact the Council staff by telephone or in writing, and the Council Member shall inform the staff of his/her need for an advancement. Such notice to the Council Staff should be made as soon as possible after the Council Member realizes his/her need for an advancement. Following the Council Activity for which the Council Member received advancement, the member will be required to complete a travel voucher detailing the member's expenses, less the advanced amount.

#### **Commercial Transportation**

The Council will use, when appropriate, commercial transportation to assist members in attending Council meetings. If a member needs commercial transportation (air, train, bus) to attend a Council meeting, the Council Offices must be notified **not less than three-weeks prior to the Council Meeting**. Members requesting commercial transportation after the three-week time limit will be advised that the Council may not be able to facilitate commercial transportation due to limited availability or Council budget restraints.

Upon notification of the need for a travel advance Council staff will contact the Council member to determine their needs for transportation to and from the meeting, lodging arrangements and meal allowances. Council staff will order commercial transportation tickets and mail them directly to the Council member or another entity as designated by the member.

#### **Lodging**

Council staff will make lodging arrangements for the member on a direct bill back to the Council offices. Only lodging and bed tax are allowed on the direct bill arrangement, long distance phone calls, room service, movie rentals, etc., are the responsibility of the Council member.

#### **Meal Allowance**

Council staff will work with the member to determine the meal allowance based upon the date and time the member left their home, and anticipated date and time the member will return home. Using the accepted federal rates for per diem, Council staff will process a check for the total meal allowance and mail the advance to the member prior to the scheduled Council meeting.