

## Reimbursement Details for Participation on the Iowa Council for Early ACCESS

Council funds are available to help compensate for time spent on Council business and travel expenses. Appointed members of the Council who are not employed or who must forfeit wages from other employment while performing official Council business are eligible to receive up to a \$100 stipend per day for participation in Council meetings. The purpose of this compensation is to help members be active Council participants. Although the Council is unable to reimburse expenses such as childcare, it is hoped that the stipend will help cover this expense.

**Hotel accommodations** will be reimbursed for those Council members who need to drive the night before to attend the meetings. The state government rate for hotel reimbursement is \$98.00/night + tax. Ask for a “state government rate” when making a reservation.

**Meal** reimbursements are as follows:

Breakfast: \$12 (reimbursed if departure for the Council meeting is prior to 6:00 a.m.)

Lunch: is provided at the meeting

Dinner: \$29 (reimbursed if you return home after 7:00 p.m.)

**Mileage reimbursement** is also available from your home or office to the meeting site and return. The state rate is .39 cents per mile.

Necessary paper work will be available at each meeting. Please contact the Council facilitator, Kate Small ([kate.small@iowa.gov](mailto:kate.small@iowa.gov)) for the form if you need reimbursement prior to the meeting. In order for the paperwork to be processed after a meeting, your name, address, social security number, original receipts and signature will be required for each payment. Please ask a staff member if you need help in completing the forms.

You may expect to receive your check approximately one month after your paperwork has been submitted.



## INSTRUCTIONS FOR CLAIMING TRAVEL EXPENSES

**Note: Expense claims must be filled within 30 days following the meeting.**

1. Please complete the Non-Employee Travel Log and attach original receipts for meals, cabs, lodging, stipend, etc. The lodging receipt must show a zero balance due. Photocopies, faxes, and credit card or travel agency receipts are not accepted. Mileage is reimbursed at .39 cents per mile. Report actual cost of meals and lodging; the amount reimbursed will be limited to the current state reimbursement rates (maximums are breakfast = \$12; lunch = provided; dinner = \$29; lodging up to \$98 plus tax, per night). Be sure to include the times you left and returned home.

You must leave home before 6 a.m. to claim breakfast on the day you leave home. You must return home after 7 p.m. to claim dinner on the day you return home.

2. Please write your social security number in the Vendor Number box and sign the log in ink at the "X".
3. If you are a teacher and your employing district/agency incurred substitute teacher expense, please instruct the business manager to submit a signed invoice (or letter) stating the date and amount of sub costs incurred by your attendance at this meeting.
4. Return the log and original receipts to the Department of Education in the postage-paid envelope provided.

If you have any question call: 515-281-3905 or email: [Sandra.Hockett@iowa.gov](mailto:Sandra.Hockett@iowa.gov).

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