

Reimbursement Details for Council Participation

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 \$100.00 stipend per day for participation in Council meetings and committee work. 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.

Council funds are also available for members who qualify for reimbursement to attend in-state conferences for professional development as a council member. There are also funds available for the chair, vice-chair and a council parent designee to attend necessary out-of-state conferences as a part of their Council duties (i.e., OSEP conference). All requests are required to meet prior approval.

Please make requests to attend any conferences to the Council support staff Gloria Hamilton at gloria.hamilton@iowa.gov or 515-281-6266

All reimbursement expenses are subject to the State of Iowa guidelines.

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

Meal:

Breakfast: \$8 (departure prior to 7:00 a.m.)

Lunch: is provided

Dinner: \$23 (return after 8:00 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 support staff, Gloria Hamilton (Gloria.hamilton@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 (refer to attached example) and **attach original receipts** for meals, airfare, cabs, lodging, parking, registration, postage, 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 meals and lodging**; the amount reimbursed will limit to the current state reimbursement rates (maximums; breakfast = \$8; lunch = \$12; dinner = \$23; lodging up to \$83 plus tax, per night). Be sure to include the times you left and returned home.

You must leave home **before** 7 a.m. to claim breakfast on the day you leave home.
You must return home **after** 8 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 me at 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.

Sandra Hockett
Department of Education
Bureau of Student and Family Support Services
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146