MiSILC Council Member Reimbursement Policy

DRAFT

September 14, 2022

### Board members will not pay any expenses that are required and necessary to participate in official MiSILC meetings and activities. It is MiSILC’s policy that board members will be advanced and/or reimbursed approved out of pocket expenses required to participate in MiSILC meetings or official MiSILC activities.

### Personal Care Attendant Services

Board members requiring personal care attendants (PCA) to participate in official MiSILC activities will be reimbursed at a reasonable rate. Board members are responsible for arranging the PCA they need and for supervising their PCA during SILC meetings and activities. PCAs are welcome and encouraged to attend board meetings with members who require such assistance. PCAs are expected to serve the needs of the board member and should not participate in the board meeting. As a member of the public, a PCA is welcome to address the Council during the "public forum" portion of the agenda after requesting to do so. If you need assistance determining your PCA needs and developing an agreement with a PCA to provide services during SILC meetings and functions, SILC or CIL staff may provide such assistance. PCAs must be eighteen or older and provide necessary PCA service to the board member without SILC staff assistance. A family member who meets these requirements may serve as a PCA. SILC will reimburse and/or advance approved PCA per diem meals, travel, on-duty time, and overnight accommodations when necessary for a board member to participate in official SILC meetings and activities including in and out of state trainings and conferences.

Board members will complete the appropriate documentation of PCA expenses after the SILC meetings or activities and submit to the SILC within 30 days for reimbursement either to the board member or directly to the PCA.

### Family/Household Member Care Services

### Board members requiring the care of family members or members of their household to participate in official MiSILC meetings or activities will be reimbursed at a reasonable rate and will be processed on the board member’s expense report after prior approval.

### Other Accommodations

Reimbursement for approved accommodations such as respite care, transportation, and other supports necessary for active participation at SILC meetings will be processed on board member’s expense accounts after prior approval.

## BOARD TRAVEL AND TRAININGS

Travel expenses will be paid for voting members’ travel necessary to participate in regular board meetings and other approved travel. A per diem for meals and incidentals will be provided for overnight travel required to participate in regular, full day board meetings and other approved travel as detailed below. The per diem rate will follow current state rates and mileage will be reimbursed at the published IRS mileage rates.

### Conference Attendance

As funding is available, SILC board members will be able to attend conferences and trainings that are applicable to furthering their knowledge as a SILC member. All conference and trainings must be approved prior to the date of the conference or training. The SILC Board will determine the appropriate process for selecting members to attend conferences and trainings.

### Single Day Travel

Board members that are performing duties and activities on behalf of the SILC, with prior approval may be reimbursed for travel related expenses such as mileage reimbursements, cost of reasonable accommodations, parking, tolls, per diem for eligible meals, and other approved expenses necessary to carry out the duties of the Board. Such expenditures and the documentation must be submitted within 30 days, or the SILC will not approve reimbursement.

### Over Night Travel

Council members approved to travel overnight on SILC business may be reimbursed travel expenses as provided herein. Travel reimbursement for mileage will be at the current IRS rate. A per diem is provided for meals and incidentals. Incidentals include fees and tips given to porters, drivers, baggage carriers, etc. The per diem rate for travel destinations will follow the current state per diem rates.

On the first and last days of travel of an overnight trip, when no meals are provided, the allowable reimbursement is 100% of the state per diem rate for city of destination based on travel example times below. The per diem rate must be reduced by the appropriate amount (the amount allocated in DTMB’s per diem break down) for meals provided gratis or included within the registration fee of the event or travel. Meals provided by a common carrier or as a complementary meal provided by a hotel/motel do not reduce the maximum per diem rate.

Where overnight lodging is required and where a board member is on travel status for less than a full day, the meal and incidental expenses rate for the departure and return days shall be pro-rated.

Reimbursement and/or prepayment will also be provided for commercial travel, lodging, ground transportation, parking, tolls, gratuities, and registration fees for conferences, and trainings.

Reimbursement will not be provided for personal telephone calls, hotel room movie rentals, expenses of spouse or other traveling companion (unless acting as the board member’s PCA), or other personal expenses. In order to be reimbursed for lodging that has not been prepaid by SILC, a room receipt showing a zero-balance due must be provided.

All receipts and documentation must be submitted within 30 days, or the SILC will not approve reimbursement.

### Travel Advance

To assist the staff and board members when traveling on official SILC business, when financially feasible, the SILC can make advances for travel expenses available.

The advances can be made for eligible meals and incidentals, parking and transportation, and other related cost as identified by the staff or board member or the conference being attended. Other cost may include needed reasonable accommodations.

For expenses related to parking and transportation, if the cost is known before the conference an advance of the actual amount may be requested. All receipts must be maintained by the staff or board member and submitted to the SILC within 30 calendar days of expense.

For Meals and Incidentals, up to 100% of the total per diem may be requested in advance for travel for official SILC business. All documentation must be submitted to verify the expenditures and the remaining reimbursements needed to the staff or board member. Per diem expenditures do not require receipts.

The staff or board member will be given a breakdown of the per diem based upon the destination of travel.

Documentation of all required receipts and travel expenses must be submitted to the SILC within 30 calendar days of the expense. If receipts are not submitted the staff or board member will be issued a 1099-Misc at the end of the year for the per diem issued and required for expenses without documentation.

## Meals

Reimbursement for meals cannot exceed the applicable maximum published state rate, including tax and gratuities, except for prearranged meals occurring as part of a group function identified in official program literature with a receipt.

When the duration of travel includes a partial day, the following schedule determines eligibility for meal reimbursements.

|  |  |  |
| --- | --- | --- |
| **Reimbursable Meal** | **Travel begins before** | **And travel extends past** |
| Breakfast | 6:00 a.m. | 8:30 a.m. |
| Lunch | 11:30 a.m. | 2:00 p.m. |
| Dinner | 5:30 p.m. | 8:00 p.m. |

Overnight travel examples with partial days:

|  |  |  |
| --- | --- | --- |
| **Departure** | **Return** | **Eligible Meals** |
| June 1, 9:00 a.m. | June 4, 8:00 p.m. | June 1 – Lunch & Dinner  June 2 – Breakfast, Lunch & Dinner  June 3 – Breakfast, Lunch & Dinner June 4 – Breakfast & Lunch |
| June 1, 3:00 p.m. | June 2, 10:30 a.m. | June 1 – Dinner June 2 – Breakfast |
| June 1, 11:30 a.m. | June 2, 2:30 p.m. | June 1 – Dinner  June 2 – Breakfast & Lunch |

If an employee is eligible for reimbursement of more than one meal in a day, the amount expended for each meal in the day is left to the employee’s discretion. Reimbursement is limited to the combined total of the applicable published meal rates of the eligible meals.

## BOARD MEMBER STIPENDS

### Purpose of Stipend

Pursuant to 29 U.S. Code 796d(f), a stipend, i.e., compensation, may be offered to an eligible SILC voting member for attending SILC Board Committee and Business meetings, SILC Annual meeting and SILC special meetings. Stipends may be offered to SILC voting members who are not employed, not compensated by their employer for their attendance at SILC meeting or are self-employed.

A stipend will be paid at the rate of $50 per Board Committee meetings that last at least a combined 2 hours long and at a rate of $150.00 for Board Business meetings that are at least 3 hours long. Other activities may be eligible as determined necessary.

Members are eligible to receive the stipends for attendance in person or virtually.

It is the responsibility of the SILC member to notify the Executive Director of SILC if a member’s eligibility for a stipend changes (i.e., the member becomes eligible for compensation by an employer).

### Process for Receiving Stipend

SILC voting members eligible to apply for a stipend should contact the SILC office to request a “Stipend Authorization Form.” This form must be completed prior to submission and approved prior to submitting a “Stipend Payment Request” form. By completing these forms, the member certifies that they are not employed or receiving wages or compensation for services from any other firm or person. Member also certifies that they have read and comply with the SILC stipend policy. Payments are based on available funding and the amount may be changed. Member is responsible for all tax reporting to Federal, State and Local agencies and SILC bears no responsibility in such. (IRS form 1099 will be sent by SILC for stipend amounts over the current threshold of $600.00)

It is the responsibility of the SILC voting member to evaluate and determine if such a stipend might have a negative impact on their continued eligibility for benefits such as SSI or Medicaid or any other public benefit.

SILC shall assure that all stipend payments are paid in a timely manner to eligible members.