



Sample Expense Reimbursements Bylaws Provision and Policies and Procedures

Sample Bylaws Provision

Compensation and Expense Reimbursement

Persons serving as members of the Planning Council or its committees shall not receive any salary or other compensation for their services. However, members of the Planning Council and of Planning Council committees who are consumers of Ryan White HIV/AIDS Program Part A services may be reimbursed for reasonable and allowable expenses incurred in connection with their duties as members. Reimbursement will be based on approved Planning Council policies and procedures that are consistent with federal and local laws and guidance, and subject to the availability of budgeted Planning Council Support funds.

Sample Expense Reimbursement Policy and Procedures

Policy

The HIV Planning Council strongly supports full participation of unaligned consumers of Ryan White HIV/AIDS Program (RWHAP) Part A services as voting members of the Planning Council and its committees. Since financial barriers can prevent full participation, it is the policy of the Planning Council to reimburse consumer members of the Planning Council or its committees for actual, reasonable, direct expenses associated with attending Planning Council and committee meetings or other Council-sponsored events. Such reimbursement must be:

- Allowable under federal guidance and local laws and guidelines;
- Based upon the availability of funds in the Planning Council Support budget; and
- Provided only when reimbursement is not available from another source such as an employer.

Procedures

Member Eligibility*

The following categories of consumers are eligible for local expense reimbursements:

1. Unaligned consumer members of the Planning Council
2. Unaligned consumer members of the Planning Council’s standing committees, including the Consumer Committee
3. Unaligned consumers who are specifically invited to make a presentation or provide input at a meeting of the Planning Council or one of its committees

Reimbursement of expenses cannot be provided for consumers who attend meetings as members of the public and do not have a role other than making a public comment if they choose to do so.

**Unaligned consumers* are individuals “who are receiving HIV-related services” from RWHAP Part A-funded providers, but “are not officers, employees, or consultants to any entity” with Part A funding “and do not represent any such entity.” [Legislation, Section 2602(b)(5)(C)]

Allowable Expenses

Reimbursement can be provided for reasonable and necessary out-of-pocket expenses that are incurred by an eligible person in preparing for or participating in activities sponsored by the Planning Council, such as Planning Council meetings, committee meetings, special meetings, or training sessions. This includes pre-approved participation in community events that support Planning Council goals and are related to the member’s Planning Council responsibilities. The following expenses are typically reimbursable:

1. **Local Travel/Transportation:** Local travel is travel within the Part A jurisdiction. Mode of travel should be based on cost, time, and special consumer needs. Reimbursement will be provided for the following:
 - a. **For consumer who drive to meetings:**
 - 1) **Actual mileage** to and from a Planning Council or committee meeting or other Planning Council-sponsored event when a personal vehicle is used, with addresses of the starting and ending point provided on the invoice. Mileage for use of a personal vehicle is reimbursable at the federal rate, which as of January 1, 2020 is 57.5 cents per mile.
 - 2) **Tolls**, such as bridge or highway tolls, with an explanation of the toll.
 - 3) **Actual parking costs** of a personal vehicle used for transportation to a Planning Council or committee meeting or a Planning Council-sponsored activity; a dated receipt is required. Planning Council Support (PCS) will provide parking validation where feasible, so the consumer does not have to pay for parking or report parking costs.
 - b. **For consumers who take other types of transportation to meetings:**
 - 1) **Actual costs of public transportation** such as bus, metro, and/or commuter train fare, with a receipt or a valid ticket or pass, plus information on the starting and ending stops or stations.
 - 2) **Actual cost of taxi or ride share** with prior PCS approval, which will be given where less expensive methods are unavailable or would require a great deal of time in transit; a dated receipt is required.
2. **Child care expenses:** Reimbursement for the actual costs for care of a dependent child by a baby sitter or at a child care center, at a rate that is reasonable and customary.
 - a. Payment will be made for the period beginning up to one hour before and ending up to one hour after the meeting time unless a consumer has a longer travel time.
 - b. The maximum hourly rate will not exceed the amount paid for child care funded through Part A. If Part A is not funding child care, the maximum will be the established hourly rate paid for child care by local social service agencies.
 - c. Payment will not be made to the consumer’s spouse or partner or to another family member that normally provides child care at no cost.
 - d. Reimbursement must be accompanied by a dated provider invoice and receipt that specifies who provided the care, who received the care, date and hours of care provided, cost per

hour, and total cost, and either a signature or a separate receipt showing that payment was made. A sample Child Care Provider Invoice and Receipt Form is provided, but providers may use their own invoice and receipt forms if desired.

3. **Other expenses:** The Planning Council may reimburse for other pre-approved expenses such as the following, which should be discussed individually with PCS staff. These costs must be budgeted in the appropriate PCS line item (e.g., communications).
 - a. **Communications or other office-type expenses** when they are necessary to enable a Planning Council member, especially a Planning Council or committee Chair or Co-Chair, to fulfill member responsibilities. For example, a consumer Co-Chair might be loaned a tablet or laptop or provided with a hotspot. A member might need equipment or internet access to connect to meetings that are held remotely.
 - b. **Meal costs** when the member is attending an event at the request of the Planning Council and food is not provided.
 - c. **Pre-approved long-distance travel** to an HIV-AIDS Bureau (HAB)-sponsored or -approved event, based on receipts for expenses and subject to the jurisdiction’s long-distance travel policies and cost limits.

Administrative Process

1. **Confirmation of eligibility:** Consumers with a question about their eligibility for reimbursement or what activities are included should consult with the PCS manager to confirm their eligibility for expense reimbursement before the meeting or event.
2. **Requests for reimbursement:** To obtain reimbursement, an eligible consumer must complete an Expense Reimbursement Form, which can be found online, with instructions, in the Member Resources section of the Planning Council website or obtained in hard copy from the PCS manager. Individuals must itemize expenses, attach appropriate receipts, and provide any necessary written explanation, depending on the type of expense.
3. **Timing of reimbursement requests:** Reimbursement forms should be submitted once a month, covering costs for the calendar month. Costs should be submitted as soon as possible and no more than 30 days after the end of the calendar month.
4. **Timing of reimbursement:** The Planning Council will provide expense reimbursement no more than 30 days after a complete and accurate invoice is submitted.
5. **Reimbursement via cash versus cards:** The Planning Council can reimburse mileage costs through either cash or a gas card with a value equal to the mileage reimbursement amount. Consumers can choose their preferred option, with the understanding that reimbursement via gas card will generally be quicker. Other local travel expenses will be reimbursed in cash.
6. **Special arrangements:** A consumer whose financial situation makes payment of expenses and the wait for reimbursement difficult should speak with the PCS manager. It may be possible for PCS to arrange and pay for transportation for the consumer, provide a bus or metro card, or provide rapid reimbursement.
7. **Monitoring of costs:** PCS will review reimbursement expenses with the Executive Committee, without identification of individual members, as part of the monthly financial review.

8. **Limits to reimbursements:** The Planning Council budgets funds for expense reimbursements based on the projected number of meetings and other Planning Council-sponsored activities each year. These projections assume, for example, that consumer members of the Planning Council will typically attend the Planning Council meeting, Consumer Committee meeting, and up to one additional committee meeting each month, as well as three additional activities each year (Data Presentation, PSRA, and annual training/retreat). Different estimates are done for the Consumer Co-Chair and for Committee Co-Chairs. If expense expenditures exceed projections, the Planning Council may take action to limit these costs.

Sample Reimbursement Forms

Following are two forms:

- Expense Reimbursement Form – for use by the consumer in requesting reimbursement for local travel-related costs and child care expenses
- Child Care Provider Invoice and Receipt Form – for use by child care providers that do not have an invoice and receipt form on letterhead that provides needed information

Ideally, the local travel form should be in Excel, PDF Form, or another format that auto-calculates expenses to minimize errors.