

<b>Policy Number:</b> GOV 007	<b>Title:</b> Reimbursement of Costs
<b>Performance Standard:</b> CFR 45 1304.50(f)	<b>Original Date:</b> 11/2014
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 12/09/14, 6/2018

**POLICY:**

To ensure Policy Council members participation in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members. McPherson/Marion County Head Start will reimburse Policy Council members for reasonable expenses incurred for participation in Policy Council and Policy Council committee meetings.

**PROCEDURE:**

- 1) At Policy Council/Policy Council Committee meetings, members will fill out the Expense Reimbursement Voucher for mileage and/or childcare.
- 2) The childcare provider must be 18 years or older, and not be a spouse, partner, or significant other.
- 3) Head Start will pay minimum wage per hour for childcare.
- 4) Mileage is reimbursed from member's representing center location to meeting site, round trip, at the current USD 418 staff reimbursement mileage rate.
- 5) Expense Reimbursement Vouchers will be verified and approved by the Program Director. Upon approval, they will be turned into the Fiscal Department for processing.
- 6) Reimbursement will be made payable to Policy Council members only.
- 7) For Policy Council members who carpool, reimbursement for mileage to meetings will be paid to the driving member only.
- 8) Mileage reimbursement will not be paid for in town travel.