

OTHER TRAVEL POLICIES

TRAVEL ADVANCE

Upon notification of the need for a travel advance the IL Program Manager or designated staff will contact the Council member to determine their needs for transportation to and from the meeting, lodging arrangements and meal allowances. A travel advance may be requested for travel outside of regularly scheduled Council meetings or out-of-state travel.

PROCEDURE

- a. Commercial transportation: Council staff will order commercial transportation tickets and mail them directly to the Council member or another entity as designated by the member. A 'direct bill' process will also apply to cost incurred for commercial transportation.
- b. Using the accepted Montana rates for per diem, Council staff will submit a request for 90% or lower of the total out-of-pocket costs to the Fiscal Bureau of the Designated State Unit, who will in turn issue and mail the advance to the member prior to the scheduled Council meeting.
- c. After the Council meeting has been held, and the member receiving the advance has attended, a travel voucher will be completed by the member which will detail what the members expenses were, less the advance amount and show the balance due the member and professional honorariums per day, if appropriate.

REIMBURSEMENT FOR COUNCIL MEMBER ATTENDANTS

Council members will have discretion regarding services performed for them while they are functioning as active Council members. Examples of services performed include, but are not limited to, drivers, readers, personal service attendants, and child care.

PROCEDURE

- A Council member has the discretion to hire and pay on an hourly rate up to \$10.00 per hour for individuals who perform disability related support services for personal assistance, and up to \$10.00 for drivers.
- If a person providing support services upon demand, the person may be paid an hourly rate based upon an agreement between the Council member and the attendant. Reimbursement needs are to be treated on a case by case basis and the circumstances surrounding the individual's needs should be taken into consideration.
- If the support person does not need to be in the vicinity but is waiting for the Council member to complete business, the person would generally not be eligible for reimbursement.
- Council members may not receive reimbursement for attendant or other expenses that are also paid under another program or funding source, i.e. Medicaid.

OUT-OF-STATE TRAVEL

- The SILC Chair may designate which members will represent the SILC at conferences and trainings. In making such decisions, the Chair shall consider the type of activity, and the role the members play in conducting SILC business.
- No SILC representative may be reimbursed for out-of-state travel unless such travel has been pre-authorized by the Governor's Office through the DSE.
- The Program Manager or designated staff will be responsible for preparing out-of-state travel requests for approval within state guidelines. In the event that a member requests permission to travel to an event on behalf of the SILC, the SILC Chair shall be consulted for approval.