

How VRBS Reimburses Your Travel Costs

When you attend the SRC meeting, VRBS will reimburse your travel expenses. At the meeting, you review and sign a non-employee voucher form (pre-filled by Staff for MT SRC). The form will be sent and processed by the Fiscal. You will get a check for your expenses within a month. The rates of reimbursement are the same as the state employees use. You can refer to Department of Administration website for the travel costs: <https://doa.mt.gov/employee-travel>.

Other Costs:

VRBS will reimburse the actual cost of public transportation. Bring a receipt to SRC staff.

If you need a personal attendant or a driver, VRBS will reimburse you for the cost and you pay the supporting service provider.

As stated in [MCA 2-15-124 \(7\)](#), you receive an honorarium of \$50.00 per meeting day unless you are a state employee.

Receipts are needed for everything except meals and mileage.