

**STATE OF VERMONT**  
**Agency of Human Services (AHS)**

<b>POLICY MANUAL</b>	ORIGINAL POLICY ADOPTED DATE: May 18, 2006 REVISED DATE:	ORIGINAL POLICY NUMBER <b>02.02</b>
	EFFECTIVE DATE:  May 18, 2006	Category <b>Budget and Management</b>

TITLE:                   **Consumer Reimbursement Policy**

PURPOSE:

The purpose of this policy is to provide direction for AHS Departments and Offices regarding the provision of stipends and expense reimbursement for individuals or their family members who are appointed by a state official to serve as a member on a formal AHS board, committee, task force, or other workgroup because of their experience of receiving AHS services.

BACKGROUND:

The Agency of Human Services strongly values the participation and input of individuals who receive AHS services and their family members regarding its policies, planning and service evaluation activities. As such, AHS wants to ensure that such individuals who are appointed by a state official to serve on an official AHS board, committee, task force, or other workgroup receive compensation when they are not reimbursed from other sources, and receive any needed accommodations to successfully attend the meetings. The policy provides minimum direction / guidelines for AHS departments and divisions regarding the provision of these supports to individuals and families serving in this capacity.

SCOPE:

This policy applies to all AHS Departments and Divisions.

POLICY:

Stipends for Attending Meetings: Unless otherwise provided by statute, members not paid or otherwise compensated by another organization, agency or other source to attend AHS official meetings will, upon request, be given a stipend of \$50 for full day events or \$25 for events of four hours or less. This stipend is intended to reimburse member expenses such as childcare, respite, attendant care, and unpaid time away from work. A stipend is equivalent to a per diem rate and does not require the individual to submit receipts to receive the stipend.

Expense Reimbursement for Attending Meetings: Members not paid or otherwise compensated by another organization, agency or other source to attend AHS official meetings will, upon request, be reimbursed for expenses as outlined below associated with attending these meetings.

- Round trip mileage, tolls and parking (other than at meters) will be reimbursed at the state rate. Receipts for tolls and parking should be submitted whenever possible. Reimbursement for charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance, and other similar expenditures are not allowable.
- Meals will be reimbursed when meetings are scheduled before 8am, between 12-1 and between 5-7pm and meals are not provided by AHS. In such cases, the appropriate state reimbursement rate for in-state and out-of-state meals will be allowable up to the limit allowed by the state labor agreement in affect at the time of purchase. The cost of alcoholic beverages is never reimbursable.

Procedures for Claiming Stipends and Reimbursements: Members may claim stipends and reimbursements. To claim stipends and reimbursements, members must submit a State of Vermont Personal Expense Claim Form (AAF6A) to the AHS staff who is coordinating the meeting.. AHS adheres to the guidelines applied to state employee expense accounts. Expense claim forms may be submitted monthly or whenever a member has incurred expenses. At a minimum, members should report their expenses quarterly. Reimbursement expenses for expenses incurred more than six months prior to submitting an expense claim form may not be honored.

Accommodations: AHS will make every effort to make meetings and materials accessible to all members. This includes making reasonable provision for people who are deaf, hard of hearing, blind, visually impaired, or have limited English proficiency. This also may include items such as providing meeting materials in a specific format, assistance with specialized transportation needs, assistance in understanding meeting materials before the meeting, and assistance during the meeting.

REVISION HISTORY:

None.

AUTHORIZING SIGNATURE:

*Cynthia D. LaWare*

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Cynthia D. LaWare, Secretary  
Agency of Human Services

DATE SIGNED:

May 18, 2006

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Date