

Bureau of Family Health Family Advisory Council Reimbursement Policy



Members of the **Bureau of Family Health Family Advisory Council**, or any other sponsored advisory group (e.g., council, committee, group) shall adhere to the following policy:

- Members are expected to be physically present in the meeting to be eligible to receive a participation stipend.
- Eligible reimbursements for consumers include a stipend of no more than \$100.00 for any meeting over four hours. Meetings less than four hours will be assessed individually.
- Reimbursements will be pro-rated based upon the time the consumer was physically present in the meeting.
 - Example: member is only physically present for 75% of the meeting; the individual will only receive 75% of all eligible reimbursements.
- For consumers who drive themselves to in-person meetings the following reimbursement option is available:
 - Mileage reimbursement based upon current state approved mileage reimbursement rate. Mileage reimbursement based upon the most direct route from originating location to meeting location, which shall be confirmed by an online map service (MapQuest, Google Maps, etc).
- Consumers traveling more than 150 miles (one-way) from their home to the in-person meeting may be eligible for lodging reimbursement.
 - Only one (1) overnight stay per meeting is allowed for one-day meetings.
 - All lodging must be prior approved and will be determined on a case-by-case basis.
- A child care stipend of no more than \$50.00 for a virtual meeting and no more than \$75.00 for an in-person meeting is allowed per day.
 - Child care will only be provided for weekend meetings or meetings during the week if the child is not in school.
 - Child care stipends may not be available in all FAC sponsored advisory committees due to availability of funding.

Effective Date: January 1, 2022

Previous Revision History 11/2011, 4/2014, 10/2016, 01/2021