

PRESCHOOL SERVICES DEPARTMENT

AUGUST 9, 2013

Program Design and Management

Purpose The purpose of the policy letter is to inform Preschool Services Department (PSD) staff of revised policy regarding the reimbursement request for Policy Council (PC) members.

Effective date This policy is effective upon receipt.

Distribution PSD staff

Policy Council Expense Reimbursement Policy

Purpose Policy Council (PC) members are reimbursed for attending/participating in:

- Monthly meetings
- Committee meetings
- Orientation and training
- Out of area travel
- Personnel interview panels/screenings

Policy Preschool Services Department (PSD) is required to reimburse PC members for any reasonable expenses incurred by their participation.

Reference Head Start Performance Standards 45 CFR 1304.50 (f)], Policy Council, Policy Committee, and Parent Committee reimbursement: Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

Expense reports All PC members requesting to be reimbursed for mileage, child care, and/or meal expenses must submit a completed expense report. The expense report is divided in five sections:

- PC member's information
- Mileage/Travel
- Childcare
- Meals
- Office Use Only

The Expense report is completed, signed and submitted prior to the end of the PC meeting.

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Policy Council Expense Reimbursement Policy, Continued

Expense report- PC member's information

The PC member's information section of the expense report must contain the following information:

- PC member's Full name and home address
- Period covered (Time of the meeting)
- Site represented
- Type of activity
 - Training
 - Monthly PC meeting
 - Committee meeting (all meetings attended)
 - Interview panels

Expense report- Mileage/Travel

The Mileage/Travel section of the expense report must contain the following information:

- Date of travel
- Left from and Went to (name of city)
- Starting and ending odometer (travel distance/time is calculated using MapQuest as well as miles reported)
- Total miles traveled (roundtrip)
- Carpooling information (if applicable)
 - Passenger name(s)
 - Carpool pick up location

Mileage is reimbursed by multiplying the total miles traveled from home to the meeting location by the County's mileage reimbursement rate. Mileage between home and the child care provider's location is not an allowable reimbursement.

Expense report- Childcare

The Childcare section of the expense report must contain the following information:

- Indicate whether the childcare provider resides in the PC member's home
- Childcare provider information
 - Name
 - Phone number
 - Address
- Hours the Head Start child attends school
- Total child care time (MapQuest is used to determine the time claimed prior to and after the meeting).

Childcare is reimbursed at the rate of \$5 per hour, up to 8 hours per day. Overnight childcare is reimbursed at the flat rate of \$60 per day/overnight for out-of-town travel.

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Policy Council Expense Reimbursement Policy, Continued

Expense report-Meals

Meals are paid at the current County rate. The Meals section of the expense report must contain the amount spent (including tax and tip) and the original itemized receipt(s).

Expense report-Office Use Only For PC or committee meeting

The Fiscal Unit is responsible for completing the Office Use Only section of the expense report. Upon the receipt of the PC expense report, the Fiscal Assistant (FA) will:

Step	Action						
1	Review the expense report for completeness and reasonableness. <table border="1" data-bbox="570 823 1406 1136"> <thead> <tr> <th>If the report is...</th> <th>Then the FA will ...</th> </tr> </thead> <tbody> <tr> <td>Reasonable</td> <td> <ul style="list-style-type: none"> • Enter a total amount for Mileage/Travel by multiplying the round trip miles by the County's rate. • Enter the total amount for Childcare (if applicable) • Enter the total amount for Meals. </td> </tr> <tr> <td>Not reasonable</td> <td> <ul style="list-style-type: none"> • Return the expense report to the PC member for corrections. </td> </tr> </tbody> </table>	If the report is...	Then the FA will ...	Reasonable	<ul style="list-style-type: none"> • Enter a total amount for Mileage/Travel by multiplying the round trip miles by the County's rate. • Enter the total amount for Childcare (if applicable) • Enter the total amount for Meals. 	Not reasonable	<ul style="list-style-type: none"> • Return the expense report to the PC member for corrections.
If the report is...	Then the FA will ...						
Reasonable	<ul style="list-style-type: none"> • Enter a total amount for Mileage/Travel by multiplying the round trip miles by the County's rate. • Enter the total amount for Childcare (if applicable) • Enter the total amount for Meals. 						
Not reasonable	<ul style="list-style-type: none"> • Return the expense report to the PC member for corrections. 						
2	Total the expense report and sign on the Staff Signature line. Note: The Supervising Fiscal Specialist (SFS) may also sign this section.						
3	Place the total reimbursement money and the pink copy of the expense report in an individual envelope for each PC member.						
4	Distribute the reimbursement envelopes at the end of the PC meeting.						
5	Retain the original and yellow copy of the expense report.						

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Policy Council Expense Reimbursement Policy, Continued

Overnight travel (conference)

If the period covered by the expense report is for overnight (conference), or multi-day (training), the expenses incurred will be reimbursed via check within 14 days of receipt. The PC member may submit the expense report via mail or in person.

Expense report-Office Use Only For overnight or multi-day reimbursement

The Fiscal Unit is responsible for completing the Office Use Only section of the expense report for overnight or multi-day reimbursement requests. The following chart describes the process to be followed upon receipt of the PC expense report:

Stage	Description						
1	<p>The Fiscal Assistant (FA) will:</p> <ul style="list-style-type: none"> Review the expense report for reasonableness: <table border="1"> <thead> <tr> <th>If the expense report is ...</th> <th>Then the FA will...</th> </tr> </thead> <tbody> <tr> <td>Reasonable</td> <td> <ul style="list-style-type: none"> Fill out a payment voucher Attach all copies of the expense report and any applicable receipts to the payment voucher Forward all paperwork to the SFS </td> </tr> <tr> <td>Not reasonable</td> <td>Return expense to the PC member for corrections</td> </tr> </tbody> </table>	If the expense report is ...	Then the FA will...	Reasonable	<ul style="list-style-type: none"> Fill out a payment voucher Attach all copies of the expense report and any applicable receipts to the payment voucher Forward all paperwork to the SFS 	Not reasonable	Return expense to the PC member for corrections
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Reasonable	<ul style="list-style-type: none"> Fill out a payment voucher Attach all copies of the expense report and any applicable receipts to the payment voucher Forward all paperwork to the SFS 						
Not reasonable	Return expense to the PC member for corrections						
2	<p>The SFS will:</p> <ul style="list-style-type: none"> Review the expense report and its supportive documentation Sign the report on the Supervisor Signature line Batch and submit all paperwork to the Fiscal Supervisor (FS) 						
3	<p>The FS will:</p> <ul style="list-style-type: none"> Review and approve the payment voucher Forward paperwork to a different FA from the one who first reviewed the expense report 						

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Policy Council Expense Reimbursement Policy, Continued

For overnight
or multi-day
reimbursement
continued

Stage	Description
4	The FA will: <ul style="list-style-type: none"> • Record the payment voucher in the Money Log • Forward the paperwork the first FA who reviewed the expense report
5	The first FA who reviewed the expense report will: <ul style="list-style-type: none"> • Submit originals, via inter-office mail, to the Auditor-Controller Record's Office (ACR) for processing and payment <ul style="list-style-type: none"> - Original Payment Voucher - Original (white copy) expense report - Original receipts • Retain a copy for PSD files • Mail the pink copy of the expense report and payment check to the PC member.