



## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

### Protocol

Reimbursement to Members

Responsible Committee	Date Last Reviewed
Membership Committee	3/2/12

### Protocol Description

The following protocol is subject to availability of funding:

1. Child Care Consumer Representatives:

It shall be the policy of the Child Care Planning Council of Sonoma County (CCPC) to provide funding to reimburse members who are from the consumer category **for travel expenses**, and on a per diem basis for **child care**, incurred during their attendance at official Council meetings, Sub-committee meetings and other Council events.

2. Child Care Provider Representative:

It shall further be the policy of the Council to reimburse members who are child care providers **for travel expenses**, and on a per diem basis for the payment of **substitutes for their programs**, during the attendance of the provider at official Council meetings, Sub-committee meetings and other Council events.

3. Reimbursement Process:

- a. Council Members will be asked to submit an estimate of expenses for the fiscal year to be considered in the budgeting process. The maximum reimbursement amount per Council Member shall be determined during the annual budget process.
- b. Members requesting reimbursement for these expenses must submit a completed Reimbursement Form for each occurrence (child care/substitute costs must have signatures of both payee and Council Member).
- c. Reimbursement for child care/substitutes is based on actual costs of care, up to the per diem maximum of \$100.
- d. Travel expenses are based on number of miles traveled, at the State reimbursement amount per mile.