

Rules for Travel Reimbursement Applicable to Committee Members Attending Community Forums :

**Community Forum Workgroup Members (Group 1):**

1. All expenses incurred within 50 miles of travel from home/work must be substantiated and approved according to State reimbursement policy.
2. All expenses incurred beyond 50 miles of travel from home/work that results in any cost (airfare, rental car, meals, hotel, etc.) to the State, must be supported by a Travel Expense Claim (TEC). All travel paid for by the State via transportation contract (e.g. car rental contract, airline contract) shall also be documented on a TEC and the Workgroup member does not incur an out-of-pocket expense for this.

Mileage reimbursement rates are currently 55.5 cents per mile when driving a personal vehicle.

3. For each full 24-hour period of travel, Workgroup members may claim the following:
  - a. Breakfast: actual expense up to \$6.00
  - b. Lunch: actual expense up to \$10.00
  - c. Dinner: actual expense up to \$18.00
  - d. Incidentals: actual expense up to \$6.00
4. For travel lasting 24 hours or more, Workgroup members may claim meals (as noted above), based on the following timeframes:

First Day of Travel

- a. Trip begins at or before 6 am - Breakfast may be claimed
- b. Trip begins at or before 11 am - Lunch may be claimed
- c. Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours

- d. Trip ends at or after 8 am - Breakfast may be claimed
- e. Trip ends at or after 2 pm - Lunch may be claimed
- f. Trip ends at or after 7 pm - Dinner may be claimed

5. For travel lasting less than 24 hours, Workgroup members may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

- a. Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- b. Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

*Community Forum Workgroup members may **not** claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.*

**CFLC/CLCC Members invited to participate and assist at Community Forums (Group 2):**

If members are invited to participate and assist with Community Forums, the incurred expenses will be reimbursed as the same as Group 1.

**Committee Members (Group 3):**

Members that attend the Community Forum that are not identified as Group 1 or 2 are not eligible for reimbursement for travel expenses or per diem rates for the time dedicated to attend the forum. They are welcome to attend and to pay for their own expenses.

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Note: Workgroup/Committee members may *not* claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

No meal expense may be claimed or reimbursed more than once in any given 24-hour period.