



**POLICY FOR REIMBURSEMENT OF EXPENSES RELATED TO COMMISSIONERS' ATTENDANCE OF CONFERENCES AND SEMINARS**

- I. The Children and Families First Commission ("Commission") will reimburse Commissioners and standing committee members for reasonable and necessary expenses incurred for the principle benefit of the Commission.
  - i. "Reasonable" means that the expenditure was for an amount normally expected to be incurred.
  - ii. "Necessary" means that the purpose was appropriate.
  - iii. "Benefit of the Commission" means activities directly related to the legal functions of the Commission.
  
- II. Reimbursable expenses shall be limited to:
  - i. Cost of conference or seminar
  - ii. Expenses related to out of county travel as defined in the Commission's Personnel Policies for employees
  
- III. Requests to attend an event must be submitted and authorized prior to attendance at the event or the expense being incurred. Authorization shall be granted at the discretion of the Vice Chair. As the total amount budgeted for conference and seminars is limited, the Vice Chair will exercise discretion with respect to approval.
  
- IV. Commissioners will provide a full report of the conference or seminar attended on behalf of the Commission and will submit all receipts for reimbursable expenses in accordance with Commission policies.
  
- V. A report on Commissioner travel expenditures to date will be presented at each Commission meeting.