

## Central Florida HIV Planning Council (CFHPC)

Bylaws Reference: Not Applicable

Scope: N/A

Program procedure: CFHPC-POLICY-

Title:

[Expense Reimbursement](#)

Effective: 2/28/2018

Revised: 6/28/2023

### Purpose:

To outline the process by which a Planning Council Persons with HIV (PWH) member who is receiving HIV-related services may be reimbursed for “reasonable and out of pocket” expenses which are a direct result of participating in a Recipient or Planning Council activity.

**Policy:** Client members of the Planning Council shall be reimbursed for reasonable out-of-pocket costs for meeting attendance or other approved Planning Council or Recipient activity.

These expenses may include:

- a. Meals
- b. Childcare
- c. Consumable supplies
- d. Transportation

### Definitions:

**Meal:** Reimbursement is only applicable for out-of-town travel. Meals are reimbursed based on the rate for breakfast, lunch and dinner approved by the Orange County Comptroller's Office. In accordance with the Orange County Comptrollers reimbursement policies.

**Childcare:** Justifiable care of a PWH's dependent while the member is involved in a Recipient or Planning Council activity.

**Consumable Supplies:** Items which are required to operate equipment used for faxing and/or printing. Such items may include, but are not limited to fax cartridges, ink cartridges and paper.

**Travel:** Is the mileage driven and tolls and parking fees paid.

### Procedures:

1. All attempts shall be made to fully complete and submit expense

reimbursement forms by the 10<sup>th</sup> day of the month following the month in which the expense is incurred. (In cases of illness or physical unavailability, attempts should be made to submit expense vouchers at the earliest convenience.)

2. Clients or PWH members who are unable to submit expense reimbursement forms during the course of the month shall need to complete a late submission justification form, in order to be reimbursed.
3. Meal reimbursement is only applicable for out-of-town travel. Meals are reimbursed based on the per diem rate established by the Orange County Comptroller's Office for breakfast, lunch and dinner.
  - a. Out of County travel shall be preapproved by the Health Services Director and the Planning Council Manager or designee.
4. After travel, all receipts shall be submitted to Planning Council Support.
5. Childcare reimbursement requires the submission of a signed receipt from the provider indicating the total number of hours and the rate per hour charged.  
**Note: Reimbursement shall not exceed \$15/hour and the hours shall reflect no more than the total hours for the duration of the meeting plus reasonable travel time to and from the meeting.**
6. Reimbursement for consumable supplies requires the submission of the Expense Reimbursement Form and receipts for the purchases. The Expense Reimbursement form is available at the Planning Council Support Office.
7. The Statement of Local Travel form shall be used to request reimbursement of travel. (Form available through Planning Council Support)
  - a. PWH members may use personal vehicles or Ride-share providers (Lyft and/or Uber) to attend meetings and request reimbursement. Mileage reimbursement shall be at the rate approved by Orange County Comptroller's Office and a full receipt demonstrating the point and time of pick-up and drop-off must accompany Ride-share reimbursement requests. **Please note: Members with a personal vehicle must use their vehicle for transportation and be reimbursed for mileage. Ride-share reimbursement shall not be made to members with a personal vehicle unless documentation is provided that the vehicle is out of commission.**
  - b. In completing the Statement of Local Travel Form the following must be included:
    - 1) Date of travel (in numeric month/day/year)
    - 2) Point of Origin (include the name of the location, i.e. residence, name of agency, name of employer and the physical address)
    - 3) Destination (include the name of the location, i.e. residence, name of agency, name of employer and the physical address)

- 4) Purpose of travel
  - 5) Miles driven
  - 6) Parking fees (receipts for parking are required by the Orange County Comptroller's Office for reimbursement)
  - 7) Tolls (toll receipts or transponder verification are required)
  - 8) For Ride-share reimbursement complete steps 1 through 4 above, attach the full receipt, and submit.
- c. The Orange County Comptroller's Office mandates that expense reimbursement vouchers reflect accurate out of pocket expense and/or accrued expenditures that have supporting documentation; therefore Planning Council Support shall verify travel distances to ensure compliance through the use of Mapquest.com or Google Maps.
8. PWH members or Associate members who are eligible to receive reimbursement by an agency/employer are ineligible for reimbursement under this policy.