

Travel – Non-DFCS Employees

Travel reimbursement for Non-County Department of Family and Children Services individuals and non-MOU independent contractors must be made from the [Bill for Services Rendered, Form 5357](#). Included in the definition of Non-County DFCS workers are county board members, students, interns, and foster parents.

NOTE: County Board Members may also be employees of other state affiliated organizations, but as long as they are not a DFCS employee, they are entitled to be reimbursed for attendance at the monthly board meeting. If they are on the clock while in attendance, they would need to check with their state organization to determine if the funds are to be turned in to offset their salary, or if they are allowed to keep the per diem compensation.

NOTE: Anyone receiving compensation from DFCS must complete a Form W-9 and may be subject to receive a 1099 at year end, if applicable.

Per Diem Compensation

County Departments are to pay non-state employees who are members of county boards a per diem of \$15 per month out of Grants to Counties funds. County Departments may choose to pay a higher monthly allowance, but anything beyond the \$15 per month must be paid from county funds and must be designated for such purpose. Board members must attend the monthly Board meeting in order to be eligible for the per diem. Board members are eligible to be reimbursed for actual expenses incurred.

Subsistence

Meals and lodging for non-DFCS staff are to be reimbursed according to the prevailing state rates. The subsistence reimbursement for actual lodging expenses must be documented by a receipt of actual lodging expenses from a commercial establishment. Mileage is to be reimbursed at the rate of \$0.445.

Allowable Travel Expenses

Examples of allowable travel expenses include:

- Mileage and meals related to Board meetings
- Mileage incidental to board member attendance at other functions if the board member is representing the county office.
- Mileage and meals related to travel as part of work assignment with DFCS.
- All other travel designated as an official action within the limits of state travel regulations.

Division of Family and Children Services
ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

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Title: Travel-Member of County Boards, Students, and Interns
(Non-County Department of Family and Children Services Staff)

There are times when the County department will engage an individual and agree to reimburse for travel expenses but pay no fee. These payments are processed via the Bill for Services Rendered form as well. Travel expenses will be reimbursed only if the MOU specifications provide for reimbursement. Otherwise travel expenses will be deemed to be included in the MOU.