

Policy Memorandum
Advisory Council — III-J

MILEAGE AND EXPENSE REIMBURSEMENT POLICY

Date Effective: 03/01/1993
Date Revised: 08/25/2008
11/13/2013

Director's Signature: 
Advisory Council Chair
Signature: 

Purpose

To provide a consistent policy for the reimbursement of volunteer mileage and expenses to Ventura County Area Agency on Aging Advisory Council members in accordance with the VCAAA By-Laws.

Policy

Established VCAAA policy provides mileage and/or expense reimbursement to Advisory Council members for:

1. Attendance at all officially scheduled Advisory Council meetings, including those meetings which have been specifically designated by the Advisory Council-as-a-whole or by the VCAAA staff. Requests for reimbursement under this policy are subject to prior approval, and a determination that the request does not exceed budget appropriations set aside for volunteer travel and expenses.
2. Mileage reimbursement forms are to be turned in to the VCAAA Fiscal Office at least once annually, but preferably more frequently. Claims for the current fiscal year must be submitted no later than July 15 of the next fiscal year.

General Information

Although Advisory Council members are encouraged to attend meetings they deem important or informative, members cannot be reimbursed for travel unless the travel meets the established policy.

1. Official meetings are those called by the office of the Area Agency on Aging.
2. Some examples of the use of the mileage reimbursement policy:
 - a. Advisory Council members may claim and receive mileage reimbursement for all Advisory Council meetings, committee meetings, task forces and other VCAAA special events.
 - b. Reimbursement for travel and expenses associated with participation on the Triple AAA Council of California (TACC).