

## Council Travel Policy and Clarification Update

*In order to remain fiscally responsible to our federal funders, comply with state laws and regulations, and be equitable to all Council members, the following addendum is intended to clarify the Council Travel Policy as adopted November 17, 1999:*

### Conference/Training

Each Council member may attend only **one** out-of-state conference/training except in those circumstances where the Executive Committee has determined specific Council members will represent the Council, i.e. Consortium of D.D.Council's activities, Administration on D.D. activities, etc., or other unusual circumstances, as determined by the Executive Committee. Travel requests should be made to the Executive Director.

Travel arrangements need optimal time to arrange logistics with the state process and other organizations. Travel requests must be made to the Executive Director at a minimum of **30 days** for in-state travel and at a minimum of **45 days** for out-of-state travel. All other requests will be denied.

### Car Rental

Car rental is provided in lieu of public transportation and **must be justified**. Council meetings and offices have moved at considerable expense to ensure optimal convenience for Councils members to and from the airport and hotel.

Rentals are to meet state standards including: non-luxury, non-4 wheel drive, economy-midsized rentals unless upgraded at no charge to the Council.

Rentals will be allowed to accommodate Council business and must be justified ***in advance*** to the Council's fiscal officer.

Excessive mileage costs must be charged back to Council members. Rentals should be done on an unlimited mileage contract. If that is not possible, mileage will be paid to and from Council meetings as approved by the fiscal officer. All other mileage will be charged back to Council members.

Car return charges will be charged back to Council members unless justified and cleared ***in advance*** with the Council's fiscal officer.

The Insurance Waiver Option is required to be used since the state is a preferred customer. If a Council member does not use this option, the cost will be charged back to the Council member.