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| Policy Title: | Board Members: Attendance, Per Diem, Travel and Expense Reimbursement |
| Policy #: | 01-001-0020 |
| Effective Date: | 03/ /2025 |
| Approved by: | SCCCMH Board |
| Functional Area: | Administrative |
| Responsible Leader: | Telly Delor, Chief Operating Officer |
| Policy Owner: | Joy Vittone, Corporate Compliance Supervisor |
| Applies to: | SCCCMH Board Members |

Purpose: To outline attendance requirements of SCCCMH Board members and process for reimbursement to Board members for related expenses.

I. Policy Statement

It is the policy of St. Clair Community Mental Health (SCCCMH) that all Board members attend all meetings as requested and be reimbursed for such attendance and related travel and expenses.

II. Standards

A. Attendance:

1. All Board members are expected to attend all meetings as requested.
2. Board members who miss two (2) consecutive Board meetings and/or four (4) Board meetings in one (1) year (April 1 through March 31) shall be reported to the Board Chairman. The procedures for addressing Board member attendance will be followed as detailed in the Board Bylaws.

B. Per Diem, Travel/Expenses Reimbursement:

1. Under the IRS rules, public Board Members are generally considered employees for federal income tax withholding and employment tax purposes and compensation is reported on a W-2 form. Travel for business purposes, such as travel to a conference, is a nontaxable reimbursement.
2. Board Members are eligible for one per diem payment per day regardless of the number of meetings attended. Per diems are paid on a monthly basis.

3. The per diem to be paid shall be \$35.00 per day, plus mileage allowance for travel, paid in accordance with IRS rules.
4. Board members not wishing to receive a per diem must sign a “Waiver of Per Diem” form (Exhibit B). Should the Board member wish to have their per diem reinstated, a letter must be submitted to the Chief Executive Officer requesting such.
5. If a member pays for conference registrations, hotel bills, taxi, parking, or other incidental out-of-pocket payments, a timely Expense Voucher (Exhibit A) must be submitted with original receipts attached for reimbursement.
6. Reimbursements for meals that are included in the cost of the conference, seminar or meeting shall not be subject to reimbursement. The current cap for meals is as follows: Breakfast: \$14.00; Lunch: \$16.00; Dinner: \$29.00. Original receipts are required.
7. Board members will be reimbursed at the applicable IRS rate multiplied by the actual number of business miles driven.
8. If an agency vehicle is made available and a Board member chooses to drive their personal vehicle, business mileage will not be reimbursed.
9. All travel (mileage) and business expenses must be submitted on a Board of Director’s Expense Voucher form (Exhibit A), denoting the date, activity, and actual number of miles driven and submitted to the Executive Secretary in a timely fashion.
10. All business travel expenses will be paid on a monthly basis.
11. All expense vouchers need to be submitted by the end of each month and may not include multiple fiscal years (i.e., September 30 ends fiscal year).

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

| Position | Responsibilities |
|-------------------------|--|
| SCCCMH Board Member | <ol style="list-style-type: none"> 1. Attend Board meetings 2. Request timely expense vouchers to request reimbursement or sign a waiver of per diem |
| Executive Secretary | <ol style="list-style-type: none"> 3. Track Board attendance |
| Chief Executive Officer | <ol style="list-style-type: none"> 4. Monitor and resolve Board attendance issues 5. Seek appointments for Board vacancies |

Actions – Attendance

| Action Number | Responsible Stakeholder | Details |
|---------------|-------------------------|---|
| 1.0 | Board Member | 1. Notify Chief Executive Officer’s Office if unable to attend Board meeting. |
| 2.0 | Executive Secretary | 2. Notify Executive Director when a Board Member’s absenteeism reaches two (2) consecutive Board meetings or four (4) Board meeting per year. |
| 3.0 | Chief Executive Officer | 3. Notify Board Chairman of Board Member absenteeism. |
| 4.0 | Board Chairman | 4. Contact Board Member to discuss reasons behind the absenteeism. Call Executive Committee meeting, if necessary, as detailed in the Board Bylaws. |
| 5.0 | Executive Committee | 5. Meet to determine what action, if any, need to be taken. If action is warranted, a recommendation will be made to the full Board. |
| 6.0 | Full SCCCMH Board | 6. Meet to review the recommendation of the Executive Committee. If it is determined that a vacancy is to occur, the County Board of Commissioners is notified. |
| 7.0 | Chief Executive Officer | 7. Contact County Administrator to notify them of Board vacancy and seek an appointment from the St. Clair County Board of Commissioners. |

Actions – Per Diem

| Action Number | Responsible Stakeholder | Details |
|---------------|-------------------------|--|
| 1.0 | Board Member | 1. Complete Expense Voucher (Exhibit A) denoting meeting date and type of meeting for per diem reimbursement when a Board member attends a meeting (other than CMHAM sponsored conferences three (3) times per year). Submit to Executive Secretary for processing. 2. Complete “Board Member Waiver of Per Diem” form (Exhibit B) if Board member does not wish to receive a per diem payment. Submit to Executive Secretary. The signed waiver form is placed in Board member personnel file. |
| 2.0 | Executive Secretary | 3. Complete monthly per diem form for each Board member using the “Per Diem/Commuting Miles” form. Submit to Accounting Department for payment and place a copy in the Board member personnel file. Reimbursement will occur in the next available payroll cycle. |

Actions – Travel

| Action Number | Responsible Stakeholder | Details |
|---------------|-------------------------|--|
| 1.0 | Board Member | 1. Record business mileage on the Expense Voucher (Exhibit A) and submit to Executive Secretary |
| 2.0 | Executive Secretary | 2. Submit to the Chief Executive Officer for review and approval. Upon approval submit to accounting for processing. |

Actions – Conferences/Seminars

| Action Number | Responsible Stakeholder | Details |
|---------------|-------------------------|--|
| 1.0 | Board Member | 1. Complete conference/hotel registration forms for CMHAM conferences. For all other conferences, complete the Conference Request form (Exhibit C) with approval of the Board Chairman. Submit all requests to Executive Secretary for processing. |
| 2.0 | Executive Secretary | 2. Process conference/hotel reservations. Return a copy of the completed paperwork to the Board member for review and reference prior to the conference |
| 3.0 | Board Member | 3. Complete Expense Voucher form (Exhibit A) for reimbursement of travel or any other incidental expenses (original receipts required), at completion of conference. Submit to Executive Secretary for processing using the “Business Miles” Travel/Expense Voucher. Reimbursement occurs monthly. |

B. Related Policies

N/A

C. Definitions

1. *Business Mileage*: The actual miles from the SCCCMH Board member’s residence to another location for a business purpose such as a conference.
2. *Commuting Mileage*: The actual miles from the SCCCMH Board member’s residence to SCCCMH Board Administration or wherever the Board meeting/Special Committee/Advisory Council meeting is held and the return to their home.
3. *Meetings*: Include all regular Board meetings, special Board meetings, Committee and Advisory meetings as noted on the annual calendar.
4. *Per Diem*: Per diem payments are authorized for attendance at any scheduled SCCCMH Board meeting, or its Special Committees/Advisory Council meetings, as assigned by the SCCCMH Board Chairman. Casual attendance by members

at meetings other than those assigned are not eligible for a per diem.

D. Forms

N/A

E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

[Exhibit A: Expense Voucher Form](#)

[Exhibit B: SCCCMH Board Member Waiver of Per Diem](#)

[Exhibit C: Conference Request Form](#)

F. References

1. SCCCMH Board Bylaws

IV. History

- Initial Approval Date: 01/2021
- Last Revision Date: 02/2025 BY: Joy Vittone
- Last Reviewed Date: 09/2023
- Non-Substantive Revisions: N/A
- Key Words: travel, reimbursement, expense, per diem, mileage