



Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Curtis Smith
Community Co-Chair

FINANCE COMMITTEE

Thursday, December 19, 2019

10:30 am – 11:30 am

Meeting Location

First Congregational United Church of Christ
 3140 N. Sierra Way
 San Bernardino, CA 92405
 (909) 229-4399

Teleconference Location***

Desert AIDS Project
 1695 North Sunrise Way
 Palm Springs, CA 92262
 (760) 323-2118

This facility is in full compliance with the American with Disabilities Act of 1992

AGENDA

TIME	ITEM #	AGENDA ITEM	CHAIR
11:30 am	1.	Call to Order	C. Smith
		<ul style="list-style-type: none"> • Roll Call (PC Staff)* • Introductions 	
	2.	Approval of Agenda	C. Smith
	2.1	Motion to approve December 19, 2019 Agenda	
	3	Approval of Minutes	C. Smith
	3.1	Motion to approve November 7, 2019 minutes A-1	
	4	Old Business	C. Smith
	4.1	None	
	5	New Business	C. Smith
	5.1	Review/Discuss Proposed Mileage Reimbursement Policy A-2	
	5.2	Review Expenditures /Make recommendations/revisions to FY 20/21 PC budget	
5.3	Discuss Future budget needs of PC operations		
6	Public Comment¹	Members of the Public	
7.	Members Privilege	PC Members	
8.	Review of Action Items - Staff will:	PCS Staff	
	8.1		
	8.2		
9.	Agenda Setting for Next Meeting	C. Smith	
	9.1		
	9.2		
TBA			
First Congregational Church San Bernardino 3041 North Sierra Way, San Bernardino, CA 92405 • (909) 229-4399			
	10.	Roll Call* (PC Staff)	PC Staff
11:30 am	11.	Adjournment	C. Smith

¹ Public Comments: Any member of the public may address this meeting on items of interest that relate to the Ryan White CARE Act by completing a speaker slip to indicate their interest in addressing the Planning Council. A three-minute limitation will normally apply to each member of the public who wishes to comment, unless waived by the Chair.

² The agenda item may consist of a discussion and a vote. Public comments can be made prior to each Planning Council vote.

* Members must be present at both roll calls to receive credit for meeting attendance.

** Attachment was not available at time of printing, but will be available at the meeting.

*** Teleconferencing will be disconnected if there are no participants on the line after 15 minutes.

Requests for special accommodations must be received 72 hours prior to the date of the meeting. Contact PC Support at (909) 229-4399.

All meetings of the Planning Council and its committees are open to interested parties from the general public. Notices are posted in compliance with the California Brown Act. Information regarding Planning Council meetings, and/or minutes of meetings are public records and are available upon request from the Planning Council Support Staff by calling (909) 229-4399 or by visiting the website <http://www.iehpc.org>.



Riverside/San Bernardino California Transitional Grant Area

3041 North Sierra Way • San Bernardino, CA 92405 • (909) 229-4399 • Website: www.iehpc.org

Maxwell Ohikhuare, MD
County Health Officer Co-Chair

Curtis Smith A-1
Community Co-Chair

FINANCE COMMITTEE MEETING

Thursday, November 7, 2018
11:30 am – 12::30 pm

<u>Meeting Location</u>	<u>Teleconference Location***</u>
First Congregational United Church of Christ 3041 North Sierra Way San Bernardino, CA 92405 (909) 229-4399	Desert AIDS Project 1695 North Sunrise Way Palm Springs, CA 92262 (760) 323-2118

These facilities are in full compliance with the Americans with Disabilities Act of 1992

MINUTES

Attendance

Members: A. Jacobson, C. Smith, A. D’orsay
 PC Staff: B. Ramsey, J. Jones, R. Gonzalez
 County Counsel: N/A
 RWP: N/A
 Public:

Meeting

11:30 am	1.	<u>Call to Order</u>	C. Smith
		<ul style="list-style-type: none"> • Roll Call* (PC Staff) • Introductions 	
	2.	<u>Approval of the Agenda</u> ²	C. Smith
		<p style="color: red;">2.1 Finance Meeting Agenda for November 7, 2019</p> <p>Request for a motion to approve Agenda for November 7, 2019</p> <p>M/S/C: A. D’orsay/A. Jacobson/Carried</p>	
	3.	<u>Approval of the Minutes</u> ²	C. Smith
		<p style="color: red;">3.1 Approval of Finance Minutes for March 7, 2019</p> <p>Motion made to approval the November 7, 2019 Minutes</p> <p>Committee did not have a Quorum for the last two meetings – Notes only</p>	
	4.	<u>Old Business</u>	C. Smith
		N/A	
	5.	<u>New Business</u>	C. Smith
		<p>Discussion/Review of Current Expenditures</p> <p style="color: red;">5.1 B. Ramsey: Increased line item for Interpreters. Had to secure a vendor for American Sign Language (ASL) interpreter last Council meeting. Request came from the Deaf and Hard of Hearing Community who want to take an active role in PC activities: \$400</p>	

To \$500 for interpreters. This does not include interpreters for languages. Boost line item to a minimum of \$2,000. Ask Gabriel for the use of IEHPC interpreters

5.2 A. D'orsay: Needs Assessment? B. Ramsey: Budgeted for \$20,000; understand that amount may be small, but PC does not have a budget to support amounts above the \$20,000. When making an adjustment, this line item should not be adjusted

A. D'orsay:

5.3 B. Ramsey: Consumer member's mileage is a high budget usage area. There needs to be a discussion around policy adjustment: place a cap: (1) Equitably divide amounts among users whether driving, using Lyft/Uber or public transportation; high cost for providing transportation for disabled. A. D'orsay wants to ensure that caps apply to providers; had hard time with caps being applied only to consumers. B. Ramsey: Travel reimbursement is only for consumer members.

5.4 R. Ramsey: Providing meals is costly. Recommendation is to provide meals only for Council meetings and snacks and water for Committee meetings. Obligated to provide meals when meetings go into the lunch hour. Start meetings earlier can resolve that problem. A. Jacobson: Meetings did start earlier when the PC met in the basement Of the County office.

5.5 B. Ramsey: Adjusted membership line item: Captured the \$500 paid to Communities Advocating Emergency AIDS Relief (CAEAR) for membership and split it between two organizations (1) AIDS United and (2) National Minority AIDS (NMAC) org. These organizations appear to be a better fit for the PC. CAEAR is more of an advocacy group. Both AU and NMAC provide scholarships to HIV/AIDS events that is useful in the work that benefit consumer members.

5.6 A. D'orsay: Recommends upgrading technical Assistance; willing to write a proposal: B. Ramsey stated staff is required to forward proposal to County Counsel for review and approval prior to Council/Committee vote.

5.7 Telecommute sites can assist with reducing travel costs: B. Ramsey: Where were the sites before? A. Jacobson/C. Smith: Telecommute sites were visited by the PC through an AD HOC Committee but never reach a conclusion. B. Ramsey: We need to come up with sites that can be voted upon by the Planning Committee and forwarded to the Council for approval. Recommended sites: Borrego, Barstow ; Hemet; lower desert locations. B. Ramsey: Can we come up with sites by the January Planning Committee that can be sent to the Council for approval in January.

5.8 Recommendation made that because of the size of the TGA, Finance explore drafting a letter requesting an increase in funding so that travel expenses can be addressed without affecting allocated funds for other line item categories.

5.9 B. Ramsey: Recommend that Finance has time before their next meeting to meet and address the travel reimbursement policy related to mileage. Call meeting date set for December 19, 2019 at 10:30 am.

6. <u>Public Comments</u>	Members of the Public
N/A	
7. <u>Member's Privilege</u>	C. Smith
N/A	
8. <u>Actions Items</u>	PC Staff

Staff will:

8.1 Agendize Travel Reimbursement Request

8.2 Agendize Teleconference Site Approvals

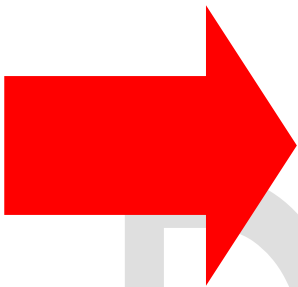
8.3 Agendize In-House Cost Analysis Proposal for Technical Assistance

9.	<u>Next Meeting</u>	C. Smith
	9.1 Finance Committee – 12/19/2019 First Congregational Church San Bernardino 3041 North Sierra Way, San Bernardino, CA 92405 • (909) 229-4399	
10.	<u>Roll Call*</u>	PC Staff
11.	<u>Adjournment</u>	C. Smith

12:30 pm

Ryan White Program
Riverside/San Bernardino CA (TGA)
Inland Empire HIV Planning Council (IEHPC)
Unaffiliated/Unaligned Consumer Members Reimbursement Procedures

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SECTION

REIMBURSEMENT PROCEDURES

DRAFT



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1. POLICY

Legislation Language under Ryan White HIV/AIDS Program Part A Manual—Revised 2013, state that Ryan White funds can be used to cover actual expenses for consumer members of the Planning councils. Councils shall establish, explain, and consistently implement/update specific policies related to expense reimbursements for consumer members. These policies shall specify what types of expenses are reimbursable, under what conditions, required documentation, and expenditure limits. Further, Ryan White policy states that funds ***shall not be used to provide cash payments*** such as stipends or honoraria. The payments must represent reimbursements for actual allowable expenses, backed up by documentation such as taxi receipts.

2. PURPOSE

One of the greatest obstacles to PLWHA involvement in planning councils is the financial cost of participation. Costs of attending planning council meetings may involve transportation, expenses associated to transportation, lodging or meals. These expenses can present a problem for PLWHA on disability or with limited incomes.

3. PROCEDURES

The Inland Empire HIV Planning Council established procedures for reimbursement requests incurred for attending meetings, conferences or other Council activities are reimbursable. Travel procedures and a formula designed to be used with current Federal, State and County rates.

4. REIMBURSEMENTS CONDITIONS

The following must be met to request reimbursement:

4.1 Attending Council Sponsored Events

- a. Council/Committee meeting
 - b. Government/HRSA/Council sponsored Conferences/Training
 - c. Community Events
 - d. Festivals/Fairs (Outreach)
-

5. TRAVEL OPTIONS

Once reimbursement conditions have been met, a request shall be completed documenting the expense type.

5.1 Options

- a. Consumer Vehicle (Mileage)
- b. Public Transportation (Bus, Access Van)
- c. Private Transportation (Uber, Lyft)
- d. Personal Driver (Family member, friend, neighbor, etc.)
- e. Airfare
- f. Rail/Light Rail

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5.2 Lodging

Consumer members may receive reimbursement for Hotel/Motel lodging for Council sponsored/associated events. The stays are generally predetermined by event planners (HRSA, Federal, State and County government) and must be pre-approved.

5.3 Meals

Consumer members may be reimbursed for meals at the current governmental reimbursement rate in accordance with the following requirements:

- a. Consumer members must have been pre-approval for reimbursement
- b. Prior Notification must be given to Council Support Staff; and
- c. The event must be scheduled and documented (Agenda, Calendar)
 - i. Expenses related to meals will only be reimbursed when a meal is necessary because a member attends meeting that occur before and during the typical lunch period (e.g. 12:00 pm - 1:00 pm)
 - ii. Consumer members must attend the meeting both immediately prior to and immediately after the lunch period.
 - iii. Attendance is defined by PC policy and Bylaws; and
 - iv. A dated original receipt must accompany the request for reimbursement.

5.4 Parking

Consumer members are eligible to receive reimbursement costs paid for parking when attending meetings or other Council sponsored activities is eligible for reimbursement. A receipt is required.

- a. Metered parking
- b. Parking lot

6. ELIGIBILITY FOR REIMBURSEMENT

Reimbursement for reasonable and necessary out of pocket expenses shall be limited to those expenses that are incurred solely as a result of participating in activities sponsored by the Planning Council, HRSA, Federal, State or County entities and that are not reimbursable through other funding sources.

6.1 Must be a Consumer Member of the Council

Consumer members are considered eligible for reimbursement only after being formally appointed by the San Bernardino County Board of Supervisors. For the purpose of requesting reimbursement for miles driven within the TGA, consumer members must also provide proof of insurance, a valid driver's license and a social security card.

6.2 Financial Reasons

Members, unable for financial reasons, to participate in activities sponsored by the Planning Council are eligible to request reimbursements for certain Council-related expenses.

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6.3 Expenses

Transportation, lodging, parking and meals (when the meal is not provided and a consumer member participates in Council/Committee meeting that go through the lunch period, typically 12:00 pm - 1:00 pm).

6.4 Reimbursement Documentation/Verification

a. Travel Reimbursement Request

Consumer members shall complete a Travel Reimbursement Request - Mileage for miles driven within the TGA; dates of travel, purpose for each trip; and other back up as required by (RWP)

b. Consumer members shall complete a Reimbursement Voucher for special PC sponsored/associated events generally associated with the Services Administration (HRSA)/Ryan White Program (RWP) .

c. Members shall include:

- i. Dated, original receipts provided for meals and parking (Public transportation is the date stamped pass)
- ii. Copy of meeting attendance/sign-in sheet
- iii. Copy of applicable PC meeting calendar
- iv. Copy of agenda
- v. Copy of Map Quest page documenting miles driven.

7. REQUESTING A REIMBURSEMENT

7.1 The mileage reimbursement period begins the first of each month and concludes on the last day of that month (February 28 or 29th; April/June/September/November 30th; and the 31st for all other months.

7.2 To request reimbursement for miles driven, consumer members shall provide a valid driver's license, proof of insurance and social security card to Support Staff.

7.3 Consumer member shall complete a Travel Reimbursement Request – Mileage (within TGA) or a Travel Reimbursement Voucher (Outside TGA) in order to receive a reimbursement. Forms are available from Planning Council Support Staff.

7.4 Consumer members shall comply with policy in completing reimbursement requests including:

- a. Itemizing expenses, attach appropriate receipts, and provide any necessary written explanation.
- b. Incomplete/incorrect forms shall not be processed, but returned to the consumer member.

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- c. Reimbursement requests shall be submitted to the Planning Council office **no later than the 15 day of the month** following the month in which the expenses were incurred.
- d. Current month request and past month request **shall not** be included on the same form.
- e. **Requests received after the 15th day** of the month shall be processed the following month in which the expenses were due.

7.5 Planning Council support Staff may request additional information as required to process the request.

7.6 Planning Council Support Staff shall review requests for accuracy and completeness and forward them for processing the **LAST WEEK OF EACH MONTH.**

7.7 Upon request, the Planning Council Support Staff Manager shall provide a summary of the prior month's reimbursements to the CDC upon request.

8. **PROCESSING REQUESTS**

8.1 **Consumer Member**

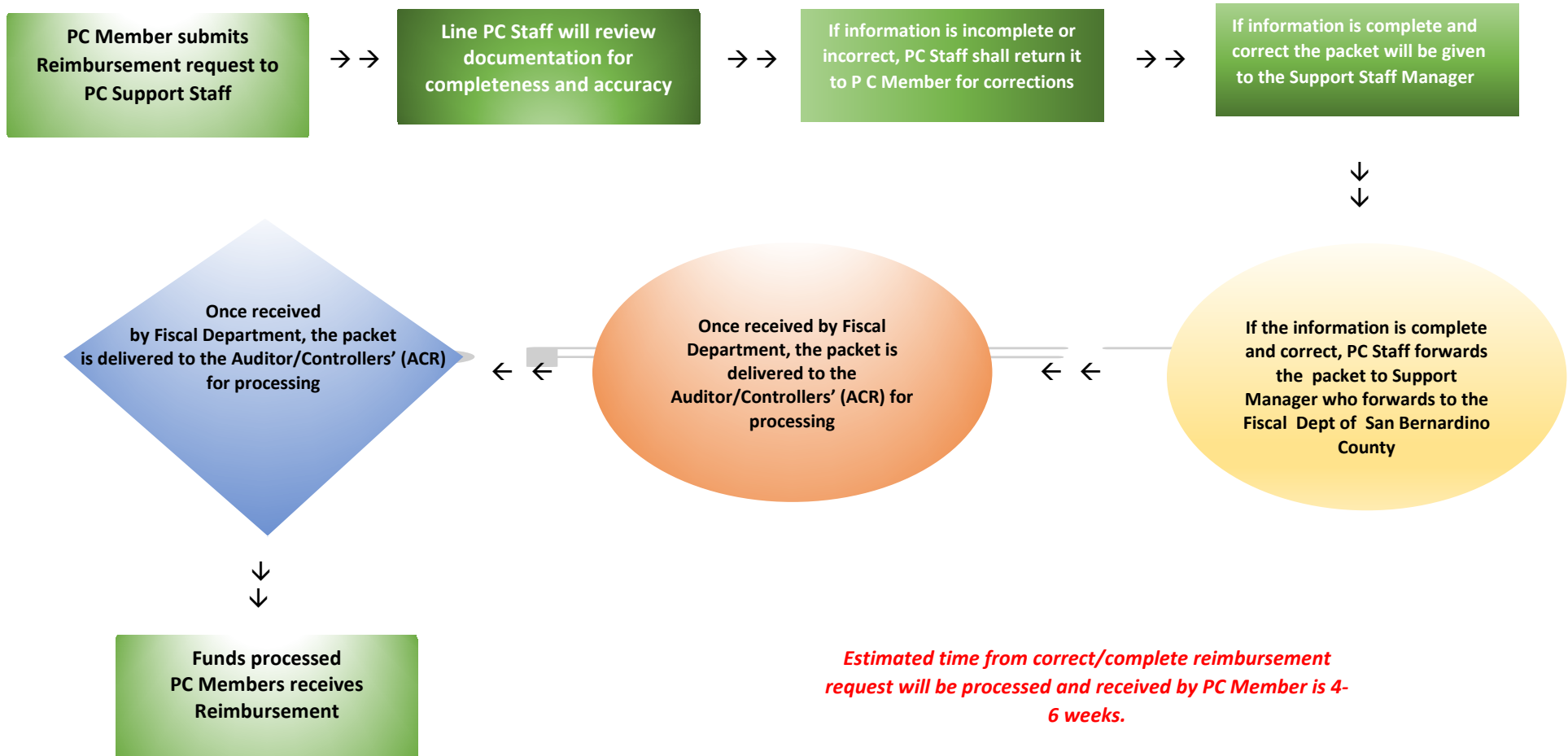
- a. Member submits completed reimbursement packet to Planning Council Support Staff
- b. Ensure that all materials are included (logs, original receipts, etc.), dated and signed
- c. Check for accuracy

8.2 **Support Staff**

- a. Assist the Council in implementing reimbursement policies/changes
- b. Define reimbursement options
- c. **Monitor** compliance
- d. Approve reimbursements according to the RWP/Planning Council's approved authorization process
- e. Disburse reimbursements funds
- f. Track inventory/payments
- g. Process reimbursement request the last week of each month
 - i. Review Reimbursement request for accuracy
 - ii. If the package is complete, PC Support Staff will complete a Reimbursement Voucher and forward it along with the package to San Bernardino County for processing
 - iii. If the package is incomplete/incorrect, Support Staff will return it to the member indicating the problem

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IEHPC REIMBURSEMENT PROCESS



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9. TRANSPORTATION TYPES

9.1 Travel Within TGA

- a. Travel within the TGA using a personal vehicle or private (family, friend, neighbor) driver within the
- b. Public Transportation Passes
 - i. A one-day Bus/Access Van pass shall be issued to members using Public Transportation. Consumers must return the date-stamped pass to Support Staff to verify appropriate usage. Failure to comply with returning the date stamped pass can result in consumers being removed from the "One Day Pass" program
 - ii. Members shall sign the Public Transportation Voucher Log to receive a pass
 - iii. A transportation pass for the next meeting shall be issued at the end of the current meeting
- c. Uber, Lyft, Access Passes
 - i. Arrangements for a Lyft or Uber shall be made by Planning Council Support Staff, only (members shall not make their own arrangements)
 - ii. Members shall call Support Staff 24 hours prior to the event to reserve the service
 - iii. Support Staff shall not honor reimbursement requests for Uber and Lyft services when members have arranged their own service
 - iv. Uber and Lyft service shall be called at the end of the meeting unless other arrangements have been approved in advance by Support Staff
 - v. Access arrival and pickup time are to be arranged in advance. The arrival time and pickup time shall coincide with the opening and adjournment of the meeting/training.

9.2 Conferences, Special Meetings, Trainings

Consumer members shall be reimbursed for mileage, lodging, and meals for special events (i.e., any conferences or training events, required of them in their role as a member) using policies approved by the RWP. There will be times when conferences, trainings and/or meetings will be announced by HRSA; these events come with predetermined costs that can be reimbursed.

- a. When heretofore mentioned events related to PC consumer members occurs, reimbursements shall be based on the approved Federal Per Diem rates.
- b. Per diem allowance rates can change annually or biennial (September – September).

9.3 Contact Information

Members shall call Planning Council Support Staff at (909) 229-4399 or (909) 229-8339 to make transportation arrangements where applicable.

10. REIMBURSEMENT RATES

REMEMBER: Consumers members who are full-time employees of an agency they represent are not eligible under the Council reimbursement standards

- 10.1 Reasonable and actual lodging expenses incurred solely as a result of attending an approved meeting/event may be reimbursed at pre-approved rates. A paid receipt must be submitted with the appropriate reimbursement travel form.

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- 10.2 All out-of-TGA travel must be supported with receipts, copies of meeting agendas and/or minutes of the meetings attended.
- 10.3 **SAMPLE:** Actual expenses incurred for meals and lodging with an overnight stay may be reimbursed up to a maximum of \$61.00 per day; except for the first and last day of travel which is reimbursed at \$45.75.

SAMPLE CHART

<u>Meals</u>		<u>Per Diem Rates</u>
a.	Breakfast	\$14.00
b.	Lunch	\$16.00
c.	Dinner	\$26.00
d.	Incidental Expenses	\$5.00
Total		\$61.00
First and Last Day of Travel (Allowance)		(\$45.75)

Diem = Daily rates. Determined by government entities (federal, state and county)

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FORM-A

Ryan White Program
 Riverside/San Bernardino, CA TGA
 Inland Empire HIV Planning Council

Amendment No.1

Consumer Reimbursement Procedures

County of San Bernardino Department of Public Health Inland Empire HIV Planning Council Policy and Procedure	By: Maxwell Ohikhuare, MD
	Effective: May 9, 2012
	Approved by: Maxwell Ohikhuare, MD Health Officer

This amendment adds the following language to the Unaffiliated/Unaligned Consumer Member Reimbursement Procedures dated August 1, 2009

- 1) A consumer member may be reimbursed for the use of public transportation to and from meetings, given that a receipt documenting each trip is retained and provided to the County upon request of reimbursement.
- 2) A consumer member may seek reimbursement for trips to and from meetings when the consumer member is not the actual driver of each trip. In such case, the consumer member will seek reimbursement in the normal fashion, with one exception. Each individual trip must be accompanied by a written release of liability signed by the actual driver of the trip. Such waiver must fully relinquish the County of all liability associated with transporting the consumer member and be provided to the County upon request of reimbursement.

Such reimbursement shall be calculated to and from the consumer member's place of residence and not that of the drivers. All other terms and conditions detailed in the Unaffiliated/Unaligned Consumer Member Reimbursement Procedures dated August 1, 2009 remain in full force and effect.

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FORM -B

RELEASE AND HOLD HARMLESS AGREEMENT

(Acknowledgement of Limited Insurance Coverage)

I, _____ fully understand that the County of San Bernardino is a
(Last) (First) (Middle Initial)

self-insured public entity pursuant to Government Code section 990.4. I understand that the County's program of self-insurance does not provide medical payments in the event that I am injured while a driver for any Inland Empire HIV Planning Council member. I also understand that the County's program does not include any coverage for uninsured or underinsured motorist. In the event that I am injured as a result of the act or omission of any party, my ability to recover special or general damages (as defined by the Civil Code) will be limited in that I will not be entitled to recover those damages from the County of San Bernardino.

Notwithstanding the above acknowledgment, I understand that my participation in Planning Council events, including transportation of members to and from each event, may expose me to the risk of personal injury, death or property damage. I hereby acknowledge that I am a licensed driver of the State of California, with applicable insurance, voluntarily participating in Planning Council events, and expressly agree to assume any such risks.

In consideration for being permitted to drive members to and from meetings, I hereby release and forever discharge the County of San Bernardino, its officers, employees, agents and volunteers for any injury, death or damage to or loss of personal property arising out of or in connection with my participation in Planning Council events from whatever cause, including the active or passive negligence of the County of San Bernardino, its officers, employees, agents and volunteers or any other participants in Planning Council events.

In further consideration for being allowed to participate in Planning Council activities, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I will indemnify and hold harmless the County of San Bernardino, its officers, employees, agents and volunteers from any and all claims; including claims for Workers' Compensation benefits, damages, demands, actions or suits arising out of or in connection with my participation in Planning Council events brought by any third party.

I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT OF MY OWN FREE WILL.

Individual Driving (name indicated above):

 Print/Signature

 Date

Planning Council Member

 Print/Signature

 Date

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TRAVEL REIMBURSEMENT VOUCHER

FORM- C

EXPENSE PERIOD
From: _____
To: _____

Member Name: _____

Event Name _____
 (Council Mtg, Name of Committee Mtg., Conference, Training, etc.)

Support Staff Name: _____

CHECK ONE	DESCRIPTION	REIMBURSE VERIFICATION (RECEIPT / TICKET)
<input type="checkbox"/>	Airfare	
<input type="checkbox"/>	Public Transportation	
<input type="checkbox"/>	Cab	
<input type="checkbox"/>	Lodging (Hotel/Motel) *	
<input type="checkbox"/>	Lyft	
<input type="checkbox"/>	Meals	
<input type="checkbox"/>	Parking	
<input type="checkbox"/>	Rail	
<input type="checkbox"/>	Uber	
<input type="checkbox"/>	Other (Explain):	

Verification Required

X _____
 Council Member Name Date

X _____
 Support Staff Name Date

Ryan White Program
 Riverside/San Bernardino CA (TGA)
 Inland Empire HIV Planning Council (IEHPC)
 Unaffiliated/Unaligned Consumer Members Reimbursement Procedures

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PUBLIC TRANSPORTATION TRAVEL VOUCHER

FORM- D

NO.	DATE	NAME	TYPE	PASS #	REASON	SIGNATURE
-----	------	------	------	--------	--------	-----------

1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

DRAFT

Other: PSRA Training Vendor Tabling (VT) Town Hall (TH) Community Event (CE) Specialty Event (SP)

 Planning Council Support Staff

 Date

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FORM-E

PUBLIC TRANSPORTATION INVENTORY LOG

PASS NO.	PURCHASE DATE	INVENTORY	TYPE OF INVVENTORY	AMOUNT
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$

 Planning Council Support Staff

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Riverside/San Bernardino California Transitional Grant Area

Transportation Reimbursement Information Sheet

1. Transportation Assistance

Transportation Assistance is limited to **CONSUMER MEMBERS OF THE COUNCIL**.

FORM -F

- a. Transportation assistance is for travel within the Transitional Grant Area (TGA) solely to participate in or activities sponsored by the Council.
- b. The mode of transportation selected must take-into-account cost, time, and the member's needs and preferences.
- c. Mileage incurred due to attending meetings or other Council activities is reimbursable at the rate specified by the entity that provides Council Staff.
- d. For mileage reimbursement, members must: (1) provide the Travel Reimbursement Request-Mileage log that includes total miles traveled, dates of travel, and the purpose for travel; and, (2) a copy of a map (GOOGLE or Mapquest) documenting the number of miles from home to destination. **NOTE:** You no longer need to track the miles driven from beginning to end; simply indicate beginning address and destination address documented with map.

2. Parking

- a. The Council provides reimbursement for parking costs necessary to attend meetings or activities sponsored by the Council.
- b. A dated receipt **must** accompany requests for reimbursement.

3. Reimbursement Procedures

- a. Members are responsible for confirming their eligibility for reimbursement with Council Support Staff prior to incurring any expenses:
 - i. current auto insurance;
 - ii. valid driver's license; and
 - iii. social security card
- b. Members who enlist others to drive them to and from Council activities shall request reimbursement as normal with one exception; each individual trip must be accompanied by a written release (provided by Council Support Staff) of liability signed by the driver of the trip.
- c. Consumer members must complete a Travel Reimbursement Request-Mileage or the Voucher to receive a reimbursement. Forms are available at the resource table during Council/Committee meetings and from Council Support Staff.
- d. Members must itemize expenses, attach appropriate receipts, and provide any necessary written explanation. Incomplete/incorrect forms cannot be processed.
- e. Reimbursement requests are due to the Council office **no later than the 15th** day of the month **following the month** in which the expenses were incurred; requests for reimbursement outside that period require a separate Reimbursement Form and will be processed the following month. Mileage will be processed the last week of each month
- f. Council Support Staff may request any additional information required to process the request.
- g. Council Support Staff reviews the request and forwards it to the County for processing.

4. Public Transportation

One-day bus and Access passes are available for members who use public transportation use.

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FORM-G



TRAVEL REIMBURSEMENT REQUEST- MILEAGE

Name _____ Beginning Date _____ End Date _____

Date	Addresses ONLY		Miles Driven One Way	Purpose for Trip	Miles Driven Round Trip
	Beginning	Ending			

Total Miles Driven _____

Mileage Computation

Total Miles Driven = _____ X @ 0.58 = _____

Other	Name	Verification	Amount	Total \$
Public (Bus)				
Access				
Taxi				
Uber / Lift				
Parking				
Meals				
Other - Specify				

Sub-Total \$ _____

Comments _____

Total \$ _____

X _____
 IEHPC Member Signature

X _____
 Date

X _____
 Support Staff Signature

X _____
 Date

Please attach Mapquest map verifying miles

Ryan White Program
 Riverside/San Bernardino CA (TGA)
 Inland Empire HIV Planning Council (IEHPC)
 Unaffiliated/Unaligned Consumer Members Reimbursement Procedures

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REVIEWED	
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FORM-I

Rev. 5/19

MILEAGE INVOICE DENIAL

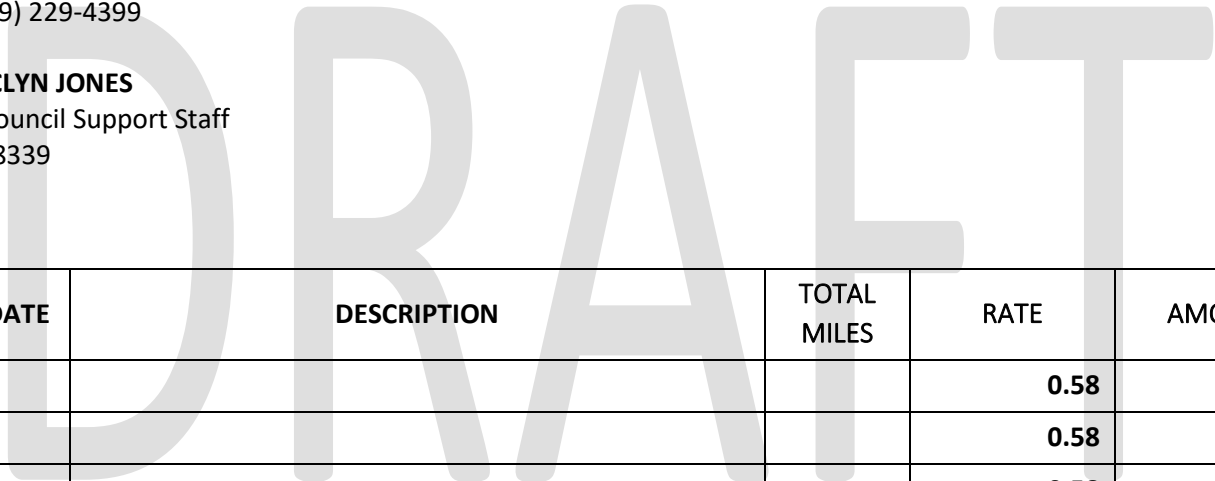
First Congregational United Church of Christ
 C/O Devine Truth Unity Fellowship
 3041 N. Sierra Way
 San Bernardino, CA 92405
 Phone: (909) 229-4399

DATE:

TO: BEMITA A. RAMSEY
 Planning Council Support Staff Manager
 Phone: (909) 229-4399

FOR: MILEAGE
Consumer Name:


FROM: JACLYN JONES
 Planning Council Support Staff
 (090) 229-8339



MONTH/DATE	DESCRIPTION	TOTAL MILES	RATE	AMOUNT
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
			0.58	\$
<input checked="" type="checkbox"/> Request Denied Comments _____			0.58	\$
		Computation Explanation:		
				TOTAL

Ryan White Program
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 <p>SAN BERNARDINO COUNTY Public Health</p> <p>INLAND EMPIRE HIV PLANNING COUNCIL (IEHPC) POLICY AND PROCEDURES</p>	<p>By _____ COUNTY HEALTH OFFICER</p> <p>Effective _____</p> <p>APPROVED</p>
	<p>M.D., Public Health Officer</p>

DRAFT