



Operational Policy

Policy Title: Draft Travel Advances	Policy Number: No # Page <u>1</u> of <u>3</u> Pages Effective Date:
Approved:	Chairperson

I. Purpose:

The purpose of this Operational Policy is to define the criteria by which appointed members of the Developmental Disabilities Council can obtain cash advances for Council related travel.

II. Policy:

It is the Operational Policy of the Developmental Disabilities Council to provide Council members travel advances so that the cost of attending Council functions or of representing the Council's interests at other activities or functions does not create an unnecessary financial burden upon the Council members.

III. Procedure:

A. Eligible For Travel Advances

1. Council members who are not employed by an agency of Colorado State Government or who do not represent an agency on the Developmental Disabilities Council are eligible to apply for and receive travel advances
2. A Council member is eligible for a travel advance when the activity or function relates directly to the individual's responsibilities as a member of the Developmental Disabilities Council and when the member represents the Developmental Disabilities Council in his/her attendance or participation.

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B. Criteria Governing The Use Of Travel Advances

1. Travel advances will be made on a per-occurrence basis; that is, for travel related to a specific event. Standing or regularly scheduled travel advances will not be issued.
2. Travel Advances are available for any amount up to estimated out of pocket expenses that may be incurred in relation to the activity or function.
3. All Expenses; upon which travel advances are based must be those expenses which are reimbursable by the Council under current State Fiscal Rules and Regulations.
4. Travel Advances will be paid back to the Council by deduction the amount of the travel advance from the travel reimbursement request for the particular activity or function.
5. In the event that the travel advance exceeds the total reimbursable expenses, the Council member must attach a personal check or money order to a reimbursement request form for that particular activity. The amount of the check or money order shall be the excess amount of the travel advance over the actual reimbursable expenses. Any check or money order must be made payable to the Developmental Disabilities Council.
6. The activity or function for which a travel advance is requested must be approved by the Executive Committee of the Council or by the Executive Director

Travel Advances

Effective:

Jean Snoddy, Chairperson

Marcia Tewell, Executive Director