

REIMBURSEMENT INSTRUCTIONS FOR STAFF

Reimbursement is for “public” BCC members. Ex Officio members mandated in a BCCs enabling legislation should be reimbursed for travel expenses by the organization with which they are affiliated.

The rate of reimbursement is \$10.00 for transportation and \$30.00 for dependent care for each regularly scheduled BCC meeting or subcommittee meeting attended by a member. No receipts are required for either type of reimbursement.

Reimbursement Forms should be distributed to all new members upon receiving their BCC orientation. Forms should also be available at every meeting. Staff should check completed forms for accuracy, especially in regard to dates of meetings attended.

Reimbursement requests should be processed QUARTERLY in the same fiscal year as expenses are incurred, but may be processed monthly upon request of a member. The County’s fiscal year is from July 1 – June 30.

Steps for processing reimbursement requests:

- 1) BCC member completes Reimbursement Form and submits to BCC staff liaison.
- 2) Staff liaison reviews Reimbursement Form for accuracy and approves.
- 3) Staff liaison submits Reimbursement Form to his/her departmental accounting staff authorized to access the Oracle accounting system.

Cost Center Code 99270
Account Code 64504
General Fund – Non Departmental Account – 001

- 4) Reimbursement check is sent to BCC member.

Note that as of July 2010, Social Security numbers are no longer required for BCC members to receive reimbursements.