

VTCAC Budget and Expense Claim Procedures

Budget

- The VTCAC has an annual budget of \$6000. This includes:
 - o Action Plan Printing Costs
 - o Annual Retreat Costs (sometimes these costs are covered by LCBP)
 - o Per diems for CAC members (if all members attended every meeting AND submitted per diems for every meeting this line would deplete the annual budget)
 - Reasonable and necessary expenses related to CAC activities

How to submit personal expense claim:

- o Please complete the [Personal Expense Claim Form](#)
- o CAC members signatures should be done manually/using the text function not through the Adobe signature function so that VT Coordinator/Administrators can add their approval signatures to the document as well without it being locked.
- o Send to Katie Darr after meeting attendance, personal expense claims due within 3 months of meeting
- o Katie will compile quarterly and submit to State of Vermont and verify attendance/accuracy
- Timing for batching to SOV-
 - o Per Diems dating from December 2022 to December 2023 meetings are due January 15th
 - o For January-March CAC meetings “Personal Expense Claim” Forms will be due March 22nd
 - o April- June – due June 17th (if submitted after close of SFY per diems will be paid out of next SFY)
 - o July- September due September 16th
 - o October- December due December 16th
- Travel expenses can be submitted with the Personal Expense Claim
 - o Committee members are paid \$50 per diem and travel expenses
 - o State of VT Mileage Rates by Year

2022	\$.625 / mile
2023	\$.655 / mile
2024	\$.67 / mile

- Legislative members participating in CAC activities are able to submit Personal Expense Claims and travel expenses.