



## **Community Members at Quarterly Convening Reimbursement Policy 11/27/17**

This policy is designed to assist Community Members (individuals living in one of the 11 priority ZIP codes AND not representing an organization) in reporting expenses incurred while attending the Quarterly Convening meetings on behalf of the Milwaukee Lifecourse Initiative for Healthy Families (LIHF) Collaborative. Community Members are encouraged to attend Quarterly Convening meetings.

The Milwaukee LIHF Collaborative will reimburse Community Members for reasonable transportation expenses for Quarterly Convening meetings and child care during the times of Quarterly Convening meetings. The Milwaukee LIHF Collaborative does not compensate any additional stipend or food costs. Expenses incurred by spouses, children, or relatives of Community Members are also not reimbursable.

### General Guidelines

#### Transportation

- Mileage to and from Quarterly Convening meetings will be reimbursed at \$0.535 per mile.
- If public transportation is used, up to \$4.50 will be reimbursed per Quarterly Convening meeting.
- Appropriate parking fees related to Quarterly Convening meetings will be reimbursed.
- Milwaukee LIHF Collaborative will not be responsible for fuel, maintenance, traffic or parking violations.

#### Child Care

- Child care is reimbursable up to a maximum of \$20 per Quarterly Convening meeting.

Expense forms must be submitted with receipts and approved by the Director. Expense forms will be made available at the Quarterly Convening meetings and by request of a Community Member. All expense forms must be submitted within 30 days to the Project Coordinator for payment:

Marcia Blackman  
225 W. Vine St.  
Milwaukee, WI, 53212  
[mblackman@unitedwaygmwc.org](mailto:mblackman@unitedwaygmwc.org)  
Fax: 414-263-8154

To request an expense form or for any questions related to the content of this policy or its interpretation should be directed to Marcia Blackman at [mblackman@unitedwaygmwc.org](mailto:mblackman@unitedwaygmwc.org) or 414-263-8154.