

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-12

Effective Date: 10/06/1987

Revision Date: 03/28/2013


County Administrator

SUBJECT: **REIMBURSEMENT OF ADVISORY BOARD MEETING EXPENSES**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

1. **STATEMENT OF PURPOSE:**

Pima County coordinates numerous boards, commissions and advisory committees authorized or required by Federal or State law or by County ordinance. Members of most groups currently serve without compensation.

Pima County recognizes a direct benefit from these meetings. Therefore, as per ARS §11-251 (49), the following procedure is established for expense reimbursement of the following boards and commissions:

- Cooperative Extension Board (ARS §3-124)
- Merit System Commission (ARS §38-1002)
- Board of Health (ARS §36-195)
- Planning and Zoning Commission (ARS §11-802)
- Boards of Adjustment (ARS §11-816)
- Parks and Recreation Commission (ARS §11-914)

Members who attend may be compensated for travel, parking and subsistence at the rate of \$20.00 per meeting. Pima County employees and elected officials are not eligible for such reimbursements.

2. **PROCEDURE:**

2.1. Identification of Eligible Individuals

2.1.1. Each department director shall prepare a memorandum identifying the above named boards and commissions which are under his/her jurisdiction.

2.1.2. For each committee, the department director will establish a list, by committee, of members authorized to claim reimbursement.

2.1.3. Each department shall be responsible for providing a copy of the reimbursement procedures to each member.

2.2. Each department will be budgeted with an amount of travel funds sufficient to pay \$20.00 for all eligible members times the yearly meeting frequency.

2.3. Reimbursement Procedure

2.3.1. Department shall submit a Payment Request document with the following information attached:

2.3.1.1. Member name and address

2.3.1.2. Name of board, commission or advisory council

2.3.1.3. Department responsible

2.3.1.4. Date of meeting

2.3.1.5. Signature of member certifying attendance

2.3.2. The simplest method of payment through the use of petty cash is preferred. The final choice of payment is at the discretion of the department director.