

FY16 Scope #14: Implementation Support for Local Official Watershed Education and Capacity Building



As part of *FY16 Scope #14: Implementation Support for Local Official Watershed Education and Capacity Building*, the Alliance for the Chesapeake Bay (the Alliance) has funding to support Local Leadership Workgroup (LLWG) members who attend trusted source's events on behalf of the workgroup and with the express purpose of delivering watershed education content to elected officials. In order to distribute these funds in a transparent and equitable way, Alliance staff members have created the following expense reimbursement policy.

Expense Reimbursement Policy

Eligibility Requirements

Active Local Leadership Workgroup (LLWG) members are eligible for reimbursement for qualified expenses associated with content delivery at trusted sources' events. Active members are listed on the [Workgroup Website](#) and have attended two or more meetings in person in the last year. Federal employees are not eligible for travel expense reimbursement.

Qualified Expenses

Qualified expenses include registration fees, transportation costs (e.g. current mileage rate, train, rental car, etc.), meals, lodging, tolls, and parking associated with content delivery at a trusted source event. The Alliance uses the government per diem rates found on www.gsa.gov as a general guideline to reasonable cost for meals and lodging. Expense reimbursements are capped at \$500 per member per event.

Qualified Event

Qualifying events include: workshops, conferences, trainings, presentations, roundtables and other meetings hosted in partnership with trusted sources. Workgroup members must be scheduled to speak, present, facilitate a panel/discussion, or have another leadership role in the distribution of watershed education content at the event. This reimbursement policy does not allow for Chesapeake Bay Program (CBP) team or workgroup members to be reimbursed for expenses related to attending CBP meetings.

Overnight Accommodations

Lodging before or after events is a qualified expense for members who must travel long distances (generally defined as two (2) hours or more) and when travel must be conducted between the hours of 8:00 p.m. and 7:00 a.m.

Pre-approval

To ensure eligibility, all expenses must be pre-approved by the Alliance. Pre-approval is

requested by completing the “Pre-Approval” tab of the *Expense Reimbursement Form*. Pre-approval is confirmed when a representative of the Alliance signs, dates and returns the form to the requesting LLWG member.

Reimbursement Request

For reimbursement, complete and submit the “Reimbursement Request” tab of the *Expense Reimbursement Form* within sixty (60) business days of the event. Receipts are required for all expenses, except mileage.