



## **CAC Member Expectations and Guidance**

(revised September 2022)

### **Participation**

Attend quarterly CAC and designated CAC subcommittee meetings and actively participate in discussions and decision-making. Carefully read the briefing materials prepared prior to the meetings and note any questions they raise. Estimated time for non-officer CAC members is 18 hours/quarter or 72 hours/year.

### **Expenses Covered by the CAC Budget**

Expenses to attend CAC meetings are covered by the CAC budget.

*Upfront Costs for Members:* Members will have to pay upfront for their gas and tolls or other travel arrangement to get to and from the CAC meeting location. Mileage and tolls will be reimbursed after the meeting using the travel reimbursement voucher. Members are encouraged to carpool when possible to save on costs and for environmental reasons. Members will have to pay for their dinner if arriving the night before the meeting, unless on official CAC business, for example, CAC Executive Committee meetings often held the night before the full CAC meeting. Members will have to pay upfront for their breakfast the morning of the first day of the meeting if they stayed in the hotel the night before. In this case, the breakfast expense is reimbursable using the travel reimbursement voucher. Members who participate via electronic means are not eligible for travel or food reimbursements.

*Costs Not Incurred by Members:* The CAC staff will arrange to pay for member lodging, parking and meals (lunch, dinner and breakfast) during the active hours of the CAC meeting. Lunch on the final day of the meeting is typically not reimbursable since it occurs outside of the active hours of the CAC meeting.

### **Overnight Accommodations**

Lodging will be provided for members attending CAC meetings. Lodging will be provided the night before the first day of the meeting for members who must travel long distances (generally defined as two (2) hours or more). Lodging will be provided the night before the second day of the meeting for members who must travel more than 30 minutes.

Please notify CAC staff no later than 48 hours before a meeting if you need to cancel your overnight room. Notification within 48 hours of a meeting, may result with you being responsible for the cost of the hotel room and associated meals.

### **Reasonable Expenses**

Reasonable expenses include transportation costs (e.g. current federal mileage rate, train, rental car, airfare, etc.), meals (breakfast on first day of meeting if you stayed overnight), lodging (for non-CAC quarterly meetings), tolls, and parking associated with attendance at CAC quarterly meetings or other meetings/events attended in fulfillment of your obligations as a CAC member. Any travel not associated with a CAC quarterly meeting and airfare reimbursement must be pre-approved by the Alliance Coordinator. The CAC grant uses the

government per diem rates found on [www.gsa.gov](http://www.gsa.gov) as a general guideline of reasonable cost for meals and lodging.

All CAC members may be reimbursed under the above guidelines when attending other committee or organizational functions for which they are representing the CAC in an official capacity. While attendance at other meetings for general interest is encouraged, reimbursement for these activities are generally not covered, but may be pre-authorized on a limited basis as funds are available. Guidance in these situations may be requested of the Administrator.

### **Travel Reimbursement Vouchers**

The travel reimbursement vouchers are provided at each meeting and should be submitted within sixty (60) business days of the meeting. The federal mileage rate is determined by the IRS. Please be sure to submit receipts along with your travel reimbursement voucher. If lost, travel reimbursement vouchers can be requested from the Alliance support staff. Vouchers submitted more than 60 days after expenses are incurred may not be approved.

### **Volunteer Hours**

Even if you elect to not submit for travel reimbursement, it is important that you submit your volunteer hours on the voucher. Activities that count toward volunteer time include: meeting hours; CAC and CBP meetings and video calls; travel time to and from meetings; and preparation time spent reading and reviewing briefing materials, draft letters, and emails. This is used to document your volunteer time and counted as in-kind match toward the EPA Chesapeake Bay Program grant that funds the work of the committee.