**Kentucky SILC**

**TRAVEL**

# **POLICY**

Travel costs shall be reimbursed to Kentucky Statewide Independent Living Council (SILC) members for attending SILC approved activities.

**PROCEDURES**

1. All travel, other than to regular scheduled SILC and Committee meetings shall be approved by SILC in advance.
2. All costs related to travel for SILC purposes shall be at the current state rates and in accordance with the current state travel regulations for both in and out of state travel. See attached state policy or link.
3. All travel arrangements are the responsibility of each SILC member and shall be done within established timelines:
	1. Once a SILC meeting is scheduled, a cut-off date for making hotel reservations will be established. SILC members are responsible for notifying support staff of their lodging needs by the established date. Reservations made after the established date are the responsibility of the SILC member for making and paying.
	2. If it becomes necessary to cancel hotel reservations prior to the meeting and the SILC member has followed the procedure in notifying support staff of lodging needs, support staff must be notified immediately so that they can cancel the reservation and make the necessary adjustments.
	3. SILC members who fail to cancel lodging reservations shall be required to reimburse the SILC for the unused lodging expenses at the direction of the Chair, who shall report to the Executive Committee.
	4. If lodging for SILC meetings is not necessary and the SILC member is unable to attend the meeting, support staff shall be notified so they can make the necessary adjustments to the meal count.
4. All out-of-state travel shall be approved by SILC in advance and then by the payor of that travel in accordance with the state guidelines found at [**http://www.lrc.ky.gov/kar/200/002/006.htm**](http://www.lrc.ky.gov/kar/200/002/006.htm), and also attached.
	1. No more than four (4) SILC members shall attend the same event;
	2. The Chair shall be considered first to attend;
	3. If the Chair chooses not to attend, the Chair will select the SILC representative based on the following:
		1. member’s attendance at the event in the past; and/or
		2. length on SILC; and/or
		3. length of remaining term on SILC; and/or
		4. appropriateness of person/event; and/or
		5. the availability of funding; and
		6. The Chair shall share the decision in writing.
	4. No SILC member shall attend any out-of-state event two (2) consecutive years, excluding the SILC Chair;
	5. Any SILC member interested in attending an out-of-state event and not specifically appointed by the SILC can put that request in writing to the SILC Chair with a copy to the SILC Coordinator that includes which event they are requesting to attend; the dates of the event; location of the event; how they plan to travel to the event; estimated cost; why they want to attend the event and what value it would be for SILC for their attendance at least sixty (60) days prior to the event. The Chair will present the request to the Executive Committee which will make their recommendation to the SILC based on the member’s attendance at that event in the past; length on SILC; appropriateness of person/event and availability of funding.
	6. If the need to cancel arises and expenses have been incurred which cannot be refunded, the expenses may become the responsibility of the SILC member at the direction of the SILC Chair, who shall report to the Executive Committee.
5. All SILC members and staff who attend an event at SILC expense shall submit, in writing, a report no later than fourteen (14) calendar days after the event. This written report shall be sent to the Executive Committee and be placed in the upcoming SILC meeting book.

Adopted: November 9, 1995

Revised: February 15, 1996 March 14, 2003 Dec 2012

 March 12, 1998 Dec 2, 2003