

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part:** 1301 Program Governance

**Section:** 1301.3 Policy Council and Policy Committee

**Subject:** Policy Council Member Reimbursement

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**Policy:**

Tri-County Community Council, Inc. Head Start/Early Head Start will reimburse parents who participate in Policy Council for the cost of mileage when attending meetings and functions associated with Policy Council participation.

**Procedure:**

1. During the first Policy Council meeting of each program year, each member will be asked if they want to contribute their mileage to in-kind, or they can complete a mileage reimbursement form, "Policy Council Travel Voucher". Mileage is recorded for a period of three meetings on each form and signed by the Policy Council member. In the event that a member is experiencing hardships, if mileage for one meeting is over \$10.00, a check can be issued for that meeting. If the mileage for one meeting is under \$10.00, that member will need to attend another meeting until they have accumulated \$10.00 of mileage, or attended the third meeting, whichever comes first.
2. Forms will be submitted to the Head Start Director's Assistant for processing. Reimbursement will be paid at the current Tri-County Community Council, Inc. rate for mileage reimbursement.
3. The Head Start Director's Assistant will be responsible for submitting the completed forms to bookkeeping for reimbursement.
4. Checks will be mailed directly to the Policy Council member by the bookkeeping department.
5. There is no reimbursement for babysitting. Parents are encouraged to bring their children. Children will be supervised by Head Start staff/volunteers.
6. If a Policy Council member attends an out of town function, they will be reimbursed as if they were Head Start staff by completing the Request and Authorization for Official Travel & Advance.