

Kansas State Interagency Coordinating Council Reimbursement Policy:

The Kansas State Interagency Coordinating Council members who serve in an appointment or nominated member role or have been nominated by the Council to serve on the EC workforce leadership team—with knowledge of or experience with programs for infants and toddlers with disabilities, and who are not receiving compensation as an employee of an organization or agency to participate in SICC or EC workforce leadership team meetings—shall adhere to the following policy regarding reimbursement for travel expenses.

Travel Expenses

Council EC Workforce Leadership Team members who drive to in-person meetings are eligible for the following reimbursements:

- Mileage reimbursement at the current state-approved rate, calculated based on the most direct route from the member's home to the meeting site. Distance must be verified via an online mapping service (e.g., Google Maps, MapQuest).
- Toll expenses incurred during travel to and from the in-person meeting will be reimbursed. Receipts are required.
- Members traveling more than 50 miles (one-way) may be eligible for:
 - Lodging reimbursement (limited to one overnight stay per one-day meeting).
 - Per diem, based on current CONUS rates (federal per diem rates).
 - All lodging must be approved in advance and is subject to review on a case-by-case basis.
 - Receipts for lodging are required for reimbursement.
- Total reimbursement shall not exceed the maximum allowable Conus per diem.
- Members must complete the Travel Expense Reimbursement voucher within 30 days of the meeting.

Payments

- Council members must be an approved vendor in the KSDE KAMS system **prior** to the meeting.
- Payments will be issued in arrears by the Kansas State Department of Education.
- If the annual amount of payments meets or exceeds \$600, a 1099 will be issued to the Council member.

74-7803. Expenses of appointed members; staff person, appointment, compensation, assignment. (a) The members of the coordinating council who are appointed by the governor under subsection (a)(8) of K.S.A. 74-7801 and amendments thereto shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties in amounts provided for in subsection (e) of K.S.A. 75-3223, and amendments thereto. Amounts provided to be paid under this subsection shall be paid, subject to appropriations acts, from federal funds made available to the state for early childhood services for persons with disabilities.

§ 303.603 Use of funds by the Council.

(a) Subject to the approval by the Governor, the Council may use funds under this part to—

- (1) Conduct hearings and forums;
- (2) Reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives);
- (3) Pay compensation to a member of the Council if the member is not employed or must forfeit wages from other employment when performing official Council business;
- (4) Hire staff; and
- (5) Obtain the services of professional, technical, and clerical personnel as may be necessary to carry out the performance of its functions under part C of the Act.

(b) Except as provided in paragraph (a) of this section, Council members must serve without compensation from funds available under part C of the Act

Modified and approved April 2026