

Kansas State Interagency Coordinating Council (SICC)

Policy and Guidance on Reimbursement for Conference Attendance

I. Purpose

The purpose of this policy is to provide clear guidance regarding reimbursement for SICC members who attend conferences, trainings, or professional development events on behalf of the Council. Participation in such events should enhance the SICC's knowledge, strengthen its advisory capacity, and promote collaboration among agencies serving young children and their families in Kansas.

II. Eligibility

1. Voting Members Only: Reimbursement is available only to voting members of the SICC.
2. Official Representation: The member must either be designated by the SICC Chairperson or Executive Committee to represent the Council, or submit an application for approval to represent the Council.
3. Application Timeline: Applications must be submitted at least 45 days prior to the conference start date. Late submissions will not be considered unless approved under exceptional circumstances.

III. Application Process

1. Members seeking reimbursement must complete a Conference Attendance Request Form including details such as the conference name, relevance to SICC priorities, estimated expenses, and how participation supports the Council's mission.
2. The completed form must be submitted to the SICC Coordinator for review and approval by the Executive Committee.
3. Members will be notified of approval or denial within 15 business days of submission.

IV. Reimbursable Expenses

Reimbursement is limited to actual and reasonable expenses incurred in connection with approved attendance, including:

- Conference registration fees
- Transportation (per state policy)
- Lodging (per diem rates)
- Meals and incidentals (per diem rates)

All reimbursements must comply with State of Kansas travel regulations and include itemized receipts.

V. Reporting Requirements

Within 30 days of the conference, the attending member must submit a Conference Summary Report including key learnings, relevance to SICC work, and recommendations for Council consideration.

VI. Funding Limitations

Conference reimbursement is subject to availability of funds and budget allocations approved by the Kansas Department of Education or other designated fiscal agent.

VII. Exceptions

Exceptions may be granted only by the Executive Committee and must be documented in the Council's meeting minutes.

VIII. Policy Review

This policy shall be reviewed every two years or as needed to ensure alignment with State of Kansas policies and SICC operations.