

**Sonoma County
Area Agency on Aging
Policy and Procedure**

**Travel & Expense Reimbursement for the
Sonoma County Aging & Disability Commission**

Policy

- I. Mileage reimbursement for travel to and from meetings within the geographic boundaries of Sonoma County. Payment will not be made if members are reimbursed by other sources, such as a public agency or a provider organization. In addition, individuals who attend meetings as guests or individuals who are not required to attend meetings will not be reimbursed

- II. Approved instances for mileage reimbursement include the following:
 - a. The full Commission meets in a regular monthly session or a special session.
 - b. A committee of the Commission holds a regular or special session.
 - c. A member of the Commission is on a program monitoring team.
 - d. A member of the Commission participates at a community fair or exhibit.
 - e. The Chairperson of the Commission or one of its committees is required to attend a special session related to their duties as chairperson (not to exceed five per month for the Chairperson of the Commission and two per month for committee chairpersons).

- III. Mileage reimbursement for any out-of-county travel must be approved prior to the trip by the AAA Director.

- IV. The rate of mileage reimbursement may vary based on the current Federal Reimbursement Rate (<https://www.irs.gov/newsroom/irs-increases-the-standard-mileage-rate-for-business-use-in-2025-key-rate-increases-3-cents-to-70-cents-per-mile>) but will not exceed \$.70 per mile. If unstated, the rate will be \$.70 per mile.

- V. Commission members may claim meal reimbursement if required attendance includes both morning and afternoon meetings or events or the Commission authorizes reimbursement for the meal. Reimbursement shall not exceed \$15.00 for lunch.

- VI. Reimbursement will only be made as far as budget constraints permit.

Procedure

This procedure outlines steps for Commission members to submit claims for travel and expense reimbursement. Reimbursement for expenses is to be reported on a "Mileage/Expense Reimbursement" form which can be obtained from the AAA Administrative Aide.

- I. The *Mileage & Expense Reimbursement* form will be completed and submitted to the AAA Administrative Aide.
**A W9 may be required to be submitted with your completed form.*
- II. Receipts for non-mileage reimbursement expenses (bus/paratransit fares, conferences, lunches, etc.) must be attached and the costs easily identifiable and comparable to the costs listed on the form.¹
- III. Mileage reimbursement will be based on odometer readings between place of departure and the location of the event for which the travel is performed.
- IV. When the *Mileage & Expense Reimbursement* form is received, the AAA Administrative Aide will make a copy of the form for AAA files and forward the original to AAA Fiscal for processing. Normal processing time is approximately ten days; payment is mailed to a specified address.

Note: Monthly claims normally *will not* be processed for claims of less than \$20.00. These claims will be held and processed when the total amount requested exceeds \$20.00.
- V. All claims for reimbursement at the close of the fiscal year, June 30, must be turned in by July 10 regardless of the amount.

¹ Public transportation within Sonoma County (bus/paratransit) currently does not issue receipts, therefore receipts will not be required.