

**WASHITA VALLEY COMMUNITY ACTION COUNCIL  
HEAD START  
POLICY COUNCIL EXPENSE REIMBURSEMENT**

**Policy**

Washita Valley Community Action Council will enable low income policy council members to participate fully in program decision making and program governance by providing reimbursement for necessary expenses.

**Procedures**

- Policy Council members will be reimbursed for necessary travel expenses at the same rate as agency employees. Members must complete and sign the agency mileage claim for reimbursement of travel expenses.
- Reimbursement will be paid for travel in connection with regularly scheduled and special called policy council meetings, committee meetings, attendance at agency staff meetings, or other travel necessary for fulfilling policy council duties.
- Child care expenses necessary for Policy Council members to attend meetings or training, when not provided by the agency, will be reimbursed, if requested, at the same rate as the Oklahoma Department of Human Services child care reimbursement rate with signed documentation of the expense.
- Other expenses may be reimbursed or paid at the discretion of the Head Start Director and Executive Director.

Revised 6-14-11  
Approved by Policy Council 07-19-11  
Approved by Governing Board 08-02-11