

Commission Member  
MN Region 10 Quality Assurance  
Expense & Claim Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Social Security #: \_\_\_\_\_

Commission Expenses				
Date	Purpose <small>Specify type of meeting, conference or training</small>	Stipend Amount	Travel / meals	
			# of Miles	Meals
<b>Totals:</b>				

Total miles		Total Travel	+ Total Meals=		
	X .585=				Total Travel/Meals
					Total Stipend
** Please attach receipts			<b>Total Reimbursement</b>		

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**QA Commission & QA Team Member  
Expense and Stipend Guidelines**

1-07

1. Please complete all information requested on the expense and stipend form.
2. In the "Purpose" column, please indicate the QA Commission committee meeting, conference, training, or QA Team Member training attended.
3. Stipends may be paid to QA Team Members and QA Commission Members who are not compensated by an employer, at \$50.00 for meetings/trainings of 3 hours or less and \$100.00 for meetings/trainings exceeding 3 hours. Travel time is not included.
4. **VOICE** Reviews: QA Team Member stipends for individuals NOT compensated by an employer will be paid at \$200.00 per completed **VOICE** review. A Mentor who is not compensated by an employer will receive \$250.00 per completed **VOICE** review.
5. QA Commission and QA Team Member travel is reimbursed at 44.5 cents per mile.
6. "Other" expenses include parking fees or other items you were required to purchase on behalf of the Commission or **VOICE** review. Please attach all receipts. "Other" also includes: special accommodations as approved by the Director or QA Manager, travel or lodging expenses, and child care expenses as outlined below.
7. Childcare expenses may be paid when a QA Commission Member or QA Team Member needs childcare assistance to fulfill their Commission duties or QAT duties such as a **VOICE** review, small group meeting, or training. The Commission Member or QAT must be paying for childcare during one of these events in order to receive the stipend. As needed, the childcare payment will be \$5.00 per hour up to \$25.00 per day. If you have needs outside of this, please contact the QA Manager or Director.
8. You must sign and date the expense/stipend form. Please turn in all forms as soon as possible or within 60 days of the committee meeting or training.
9. Please submit to one of the following for approval:  
Dan Zimmer or LeAnn Bieber
10. Payment will be made within 30 days of receipt at the Arc office.