

**QAT Member
MN Region 10 Quality Assurance
Expense & Claim Form**

Name _____

Address _____

Social Security # _____

QAT Expenses					
Date	Purpose <small>Specify type of training, name of meeting, VOICE review: prelim, interviews, final, etc.</small>	Stipend <small>(Training, Implementation, Mentor)</small>	Travel / meals		Misc. <small>(postage, learning portrait, Office Supplies, phone calls)</small>
			# of Miles	Meals	
Totals:					

Total miles	Total Travel	+ total meals=	Total Travel/ meals	
.55				
*Mileage rate will follow the current federal rate – see #5 guideline			Total Stipend	
			Total Misc.	
** Please attach receipts			Total Reimbursement	

Member Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

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

January 2009

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 will be given for meetings/trainings that are required as a QAT or QA Commission member. Stipends will be reimbursed 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 reimbursed by an employer will be paid at \$200.00 per completed **VOICE** review. A Mentor who is not reimbursed by an employer will receive \$250.00 per completed **VOICE** review.
5. QA Commission and QA Team Member travel is reimbursed at the current Federal rate on the date the expense was incurred.
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" may also include special accommodations such as travel or accommodations approved by the Director or QA Manager or child care expenses as outlined below.
7. Childcare expenses: If 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 meetings, trainings. The Commission Member or QAT must be paying for childcare during one of these events in order to receive the stipend. Reimbursement will be at:
\$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.