

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: RR046

NAME: RECIPIENT RIGHTS PER DIEM POLICY

INITIAL APPROVAL DATE:	07/26/1994	BY: Sanilac CMH Board
STAKEHOLDER REVIEW:	02/18/2025	BY: Recipient Rights Advisory Committee
(LAST) REVISION DATE:	12/17/2024	BY: Recipient Rights Officer
(LAST) REVIEW DATE:	02/20/2025	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. PURPOSE

To establish a per diem reimbursement for Recipient Rights Advisory Committee and Appeals Committee members.

II. APPLICATION AND POLICY

It is the policy of Sanilac CMH that all appointed members of the Recipient Rights Advisory Committee and Recipient Rights Appeals Committee are eligible for reimbursement for attendance at meetings and conferences relative to their responsibilities and duties as committee members.

III. DEFINITIONS

None.

IV. STANDARDS

1. All appointed Recipient Rights Advisory and Recipient Rights Appeals Committee members are eligible for a reimbursement at the rate set forth in Policy BA015 per meeting.
2. All appointed Recipient Rights Advisory and Recipient Rights Appeals Committee members are eligible for a reimbursement of \$40 per meeting for all prior approved meetings/conferences they attend in their official capacity as Recipient Rights Advisory and Appeals Committee members for the Mental Health Board.
3. Travel to meetings will be paid at the current Agency mileage rate for mileage to meetings when a member uses a personal car or the actual cost of public transportation (such as local bus service) will be reimbursed when used.
4. All meetings must be documented thru the meeting's minutes or turned in on an Agency travel voucher to receive reimbursement. Per diems are calculated by the Executive Administrative Assistant quarterly.

V. ATTACHMENTS

None.

VI. REFERENCES

Individuals Per Diem Policy, BA015
Travel Voucher, Form #0122