

**BOARD OF BEHAVIORAL SCIENCES**

1625 North Market Blvd., Suite S-200,  
 Sacramento, CA 95834  
 Telephone (916) 574-7830  
 TDD (916) 322-1700  
 WEBSITE ADDRESS: <http://www.bbs.ca.gov>



SUBJECT: Board Member Attendance and Reimbursement Policy	POLICY # B-98-1	DATE ADOPTED: 5/8/98
	SUPERSEDES: N/A	PAGE: 1 OF 4
DISTRIBUTE TO: All Board Members	APPROVED BY:	<b>BOARD OF BEHAVIORAL SCIENCES</b>

The Board of Behavioral Sciences takes its mandate to protect the public with the utmost seriousness. Each member recognizes it is a privilege and an honor to serve as a member of the Board of Behavioral Sciences. It is the policy of the Board to adopt a conservative expense policy keeping in mind the Board of Behavioral Sciences is funded by license fees generated by licensed educational psychologist, licensed clinical social worker, and marriage, family, and child counselor licensees. The Board seeks to control costs and remain cognizant of the importance of limiting costs for all its endeavors.

**Attendance:**

1. All Board members should attend all required quarterly board meetings, and any special board meetings.
2. All Board members should attend all required committee meetings for each committee to which the Board member has been assigned.
  - a. A “meeting” shall mean the entirety, from the date and time of the beginning of the meeting as set forth on the official agenda for said meeting, until the official adjournment of the meeting.

**Absences:**

If a Board member has been absent from more than two consecutive Board meetings, a letter will be sent to the appointing authority regarding the absences.

**Per Diem:**

Board members receive a per diem amount of one hundred (\$100) dollars for every scheduled day of Board work. Normally per diem is paid in eight (8) hour increments and is authorized for the following activities:

1. Board Meetings
2. Committee Meetings
3. Sub-Committee Meetings
4. Attendance as an official representative of the Board (i.e. conferences).
5. Extensive work on enforcement cases such as reading lengthy transcripts.

Any other activity for which per diem is requested shall be approved by the Board and/or Executive Officer. Should there be concern about the appropriateness of claiming work for per diem, the issue shall be resolved by the Deputy Director of Board Relations for the Department of Consumer Affairs.

**Expenses:**

Expenses will be covered for Board members who attend Board meetings, Committee meetings, and other approved Board functions (i.e. conferences, hearings). In order to have expenses reimbursed, the Board member should attend the entire Board meeting as set forth in the agenda.

**Business Expenses:**

Board members may be reimbursed for meals, costs of hotels, rental cars, official telephone calls/facsimiles/postage, emergency purchases, transportation travel (airline, train, bus, taxi, shuttle), mileage, and approved conference fees. Other costs are the responsibility of the Board member. It is the responsibility of the Board member to keep necessary receipts and to submit them in a timely manner to the Board staff.

**In State Reimbursement Rates:**

Board members will be reimbursed for actual costs up to the maximum reimbursement for each meal, incidental, and lodging expense incurred while on travel status.

<b>Meals &amp; Incidental</b>	<b>Reimbursement</b>
Breakfast	Up to \$6.00
Lunch	Up to \$10.00
Dinner	Up to \$18.00
Incidentals	Up to \$6.00

<b>Lodging</b>	<b>Reimbursement</b>
Actual lodging costs with substantiating itemized receipt up to a maximum of...	\$84.00 plus taxes on the entire cost of the lodging rate.

A Board member may not claim lodging when within 50 miles of their primary residence.

**Mileage:**

Mileage shall be reimbursed at the rate of 31 cents per mile. Board members may receive reimbursement for mileage costs incurred for the performance of a Board function.

**Taxi Service:**

Common sense should dictate the use of taxis for transportation. Normally, taxis should be used for trips within but not over a 10 mile radius or if the taxi is less expensive and more efficient than a rental car.

General Services charge cards are accepted for taxi services in Sacramento and Fresno only. Taxi expenses incurred in other areas are reimbursable. Receipts are required for expenses.

**Rental Cars:**

The Board encourages care and discretion in the use of rental cars. When an automobile is rented, the lowest rate possible should be obtained. No Board member may be reimbursed for the upgrade costs of renting an automobile that is full sized or luxury. A Board member may rent an automobile with a cost greater than that allowed, however, when this occurs, the Board member shall pay the difference in cost from the maximum state (California) rate allowed to the rate charged for the vehicle.

**Reimbursement Requests:**

All requests for reimbursement of expenses and per diem should be submitted to the Board staff within sixty (60) days. All such requests for reimbursement shall be accompanied by all necessary receipts and other supporting documentation.

**Out of State Travel:**

No out of state travel will be authorized except by prior approval of the Board. Requests for out of state travel must be submitted sufficiently in advance so that the Board, Departments, and Agency can approve or deny the request.

**Conference Fees:**

Conference fees will be reimbursed when the Board member is an official representative of the Board at the conference. All conference fees should be approved in advance. Occasionally the Board may pay the conference fees for a Board member in order to assist that member in obtaining expertise directly relevant to the functioning of the Board. In addition, the Board member shall provide written and oral summary of the conference as a means of training fellow Board members.

---

**Implementation:** Immediate

---