

## Example Compensation and Reimbursement Form

“Reimbursement” usually refers to mileage and childcare expenses; “compensation” generally refers to a stipend or consultation fee for participation in a meeting or activity. Forms to track these cost requests can be separate or combined according to your preference. The example below is a combined form. As with all the attachments in this workbook, please feel free to adapt it as your board sees fit.

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

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

**Phone Number:** \_\_\_\_\_

**Social Security Number (SSN):** \_\_\_\_\_ (Please note: You only need to enter your SSN if your total reimbursements and compensation from this board exceed \$600 per year).

### Stipend or Consultation Fee

Date	Event Name	Event Length (in hours)	Hourly Rate	Total Reimbursement (Length X Rate)
			\$15 / hour*	
			\$15 / hour*	

### Childcare

Date	Event Name	Childcare Length (in hours)	Hourly Rate	Total Reimbursement (Length X Rate)
			\$10 / hour*	
			\$10 / hour*	

### Mileage or Travel

Date	Event Name	Miles Traveled (Both Ways)	Mileage Rate	Total Reimbursement (Miles X Rate)
			\$0.55/mile*	
			\$0.55/mile*	

**Total Amount Requested** (Total Stipends + Total Childcare + Total Mileage): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- The rates suggested in the tables above are merely suggestions (\$0.55 per mile is the 2009 Federal Standard Rate for business miles). Your board will want to set these rates as it sees fit. Another option for the stipend rate is to set a rate for attending a meeting rather than an hourly rate. If you choose this option, it may be a good idea to have 2 or more rates for meetings of widely differing lengths. For example, a one-to-two hour meeting could have one rate, an all-morning or all-afternoon meeting another, and a full day meeting could have a third rate.