VERMONT
AGENCY OF NATURAL RESOURCES

Per Diem and Expense Guide for Environmental Justice Advisory Council Members

This guide was created to support Environmental Justice Advisory Council Members access their Per Diem payments, mileage, and meal reimbursements.

Instructions

One time set up:

- Call Donna Viens at (802) 272-4241 with your Social Security Number and mailing address for payment set up. Payments are made through the State of Vermont's Financial System called VISION.

Submitting your form for Per Diem payments:

- The **State of Vermont Personal Expense Claim Form** needs to be completed to initiate a payment. Paper versions of the Personal Expense Claim form will be available at all public meetings held in-person. Email alex.lintner@vermont.gov to request an online PDF version of the form.
    - Per Diem amount is $50.00 per each day spent in performance of duties as permitted under the relevant Vermont statute (32 V.S.A. § 1010).
    - Mileage and meal expense reimbursement rates are based on current state reimbursement rates (not applicable for online meetings).
- Send completed and signed forms to: alex.lintner@vermont.gov

Frequently Asked Questions

Are the days to be considered Monday through Friday only?
No, the Vermont statute (32 V.S.A. § 1010) does not list any restrictions on the days of the week board members can be compensated for.

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When should the State of Vermont Personal Expense Claim Form be submitted (e.g. weekly, fortnightly, monthly)?
It is best practice for the spreadsheet to be submitted monthly, however there are not any rules on the frequency. Reach out to Alex Lintner (alex.lintner@vermont.gov) if you would like regular reminders to submit your form.

In addition to the Social Security Number, will a W2 or W9 be required for tax purposes?
No, a W-9 is not required for set up for board members, however the per diem compensation is considered 1099 reportable income.

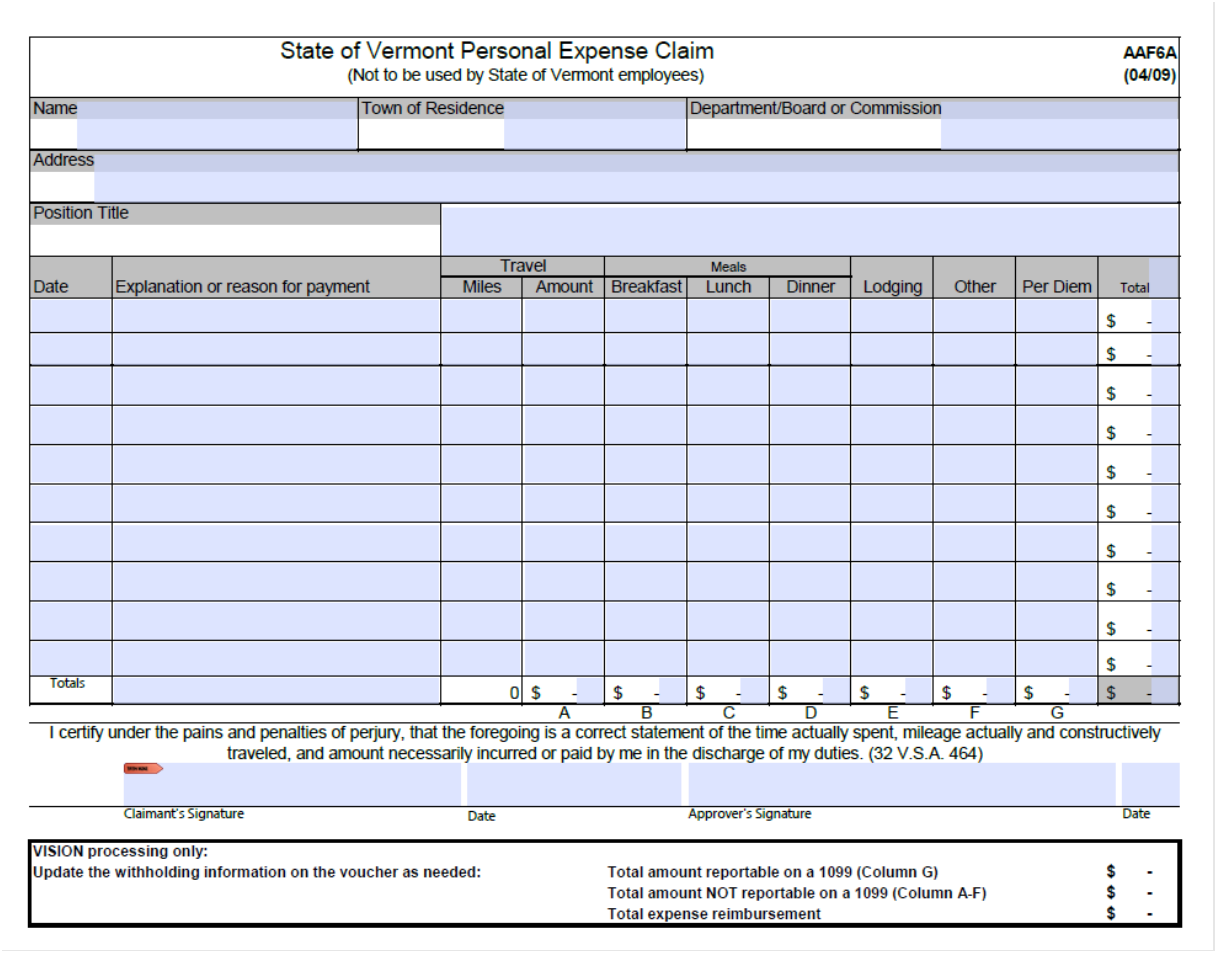
May I get compensated for work performed for the Environmental Justice Advisory Council outside of a public meeting?
For any necessary work performed on day when there is no public meeting, the per diem rate will be prorated for the actual time spent on the work based on an 8-hour day. The prorated hourly rate is $6.25. So, if you spend 4 hours working on Environmental Justice Advisory Council work on a day with no public meetings scheduled, you will be compensated $25.00 (4 hours x $6.25/hour). Work done on days when there are no public meetings must be approved by the Director of Civil Rights and Environmental Justice (Karla Raimundí) to receive reimbursement. The maximum compensation for all work is $50 per day.

Questions? Reach out to Alex Lintner (alex.lintner@vermont.gov; 802-261-5783)

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Screenshot of State of Vermont Personal Expense Claim Form

Email alex.lintner@vermont.gov to request an online PDF version of the form. Paper versions of the Personal Expense Claim form will be available at all public meetings held in-person.



State of Vermont Personal Expense Claim
(Not to be used by State of Vermont employees)
AAF6A
(04/09)

Name	Town of Residence	Department/Board or Commission

Address

Position Title

Date	Explanation or reason for payment	Travel		Meals			Lodging	Other	Per Diem	Total
		Miles	Amount	Breakfast	Lunch	Dinner				
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
Totals		0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			A	B	C	D	E	F	G	

I certify under the pains and penalties of perjury, that the foregoing is a correct statement of the time actually spent, mileage actually and constructively traveled, and amount necessarily incurred or paid by me in the discharge of my duties. (32 V.S.A. 464)

Claimant's Signature | Date | Approver's Signature | Date

VISION processing only:
Update the withholding information on the voucher as needed:

Total amount reportable on a 1099 (Column G)	$ -
Total amount NOT reportable on a 1099 (Column A-F)	$ -
Total expense reimbursement	$ -