

Climate Council Per Diem and Expense Guide

Instructions

One-time set up:

- Call Donna Viens at (802) 272-4241 with your Social Security # and address for payment set up. Payments will be mailed to you as checks.

Submit form for Per Diem payment:

- Fill out attached State of Vermont Personal Expense Claim form. [Download Excel spreadsheet](#) or [download fillable PDF](#) of the personal expense form.
 - Per Diem amount is \$50.00 per each day spent in performance of duties as permitted under 32 V.S.A. § 1010
 - Mileage expense reimbursement rates for travel to in-person meetings are based on current state reimbursement rates.
- Email completed and signed form to [Jane Lazorchak](#) and [Sophi Veltrop](#).

Frequently Asked Questions

- **When is the start date for entry into the spreadsheet? Should it go back to when I started as a council member OR begin with January meetings of the current year?**
 - You can submit for compensation for the per diem you are entitled to from the beginning of your work as a council member.
- **Are the days to be considered Monday-Friday only?**
 - No, 32 V.S.A. § 1010 doesn't list any restrictions on the days of the week, so you may be compensated for work performed on the weekend.
- **What is the cycle on which the spreadsheet should be submitted (e.g. weekly, bi-weekly, monthly)?**
 - It is best practice for the spreadsheet to be submitted monthly. However, there aren't any rules on the frequency.
- **In addition to the Social Security #, will a W2 or W9 be required for tax purposes?**
 - No, a W-9 is not required for payment set up for council members, however the per diem compensation is considered 1099 reportable income when a Councilor or Subcommittee Member receives more than \$600 in one calendar year. If that is the case, a 1099 will be mailed to you.
- **On a day there is a warned meeting I can put in for a \$50 per diem but if I am putting in for an hour or two of work that isn't attendance at regular or special meeting do I have to prorate to an hourly rate of \$6.25?**
 - In accordance with 32 V.S.A. § 1010, council members and subcommittee members are entitled to the per diem amount of \$50 a day for attendance at regular or special or committee meetings **of which they are a sitting member**.



- For any other necessary work performed, the per diem rate will be prorated at \$6.25 per hour worked. This includes attending Council or committee/subcommittee meetings of which you are **not** a sitting member. For example, if you sit on the Climate Council and the Cross-Sector Mitigation Subcommittee, you may receive \$50 for attending those meetings, but if you attend a Just Transitions Subcommittee meeting and do not sit on that subcommittee, you may receive \$6.25/hour of your time attending that meeting. However, there may be unique circumstances where you are invited to speak at another meeting where you can receive the \$50 per diem. An example of this is if the Council invites representatives from a Subcommittee to present at a Council meeting.
 - **The additional, pro-rated work time must be approved by the council chair in order for you to receive reimbursement.**
- The maximum compensation for all work is \$50 per day. For example, you could not attend a meeting of which you are a sitting member (\$50) and then receive additional compensation for hourly work performed that same day.

Questions? Email megan.klinefelter@vermont.gov

