



## Prevention Resource Center Policies & Procedures (updated July 7, 2009)



### **Lodging/Reimbursement Policy:**

Lodging and reimbursement is for VISTA members only. The PRC office will not be able to make arrangements for VISTAs' families. If a VISTA would like their family to attend a training/conference, they will be responsible for making their own lodging arrangements. VISTAs choosing to bring family (or pets) will need to pay up front for rooming needs, and will be reimbursed the state rate (\$60/night + tax) if a receipt is provided to the PRC. The VISTA will be responsible for room costs in excess of the state rate.

If a VISTA chooses to bring family and plans on making their own rooming arrangements, it is crucial that the PRC office knows of the plans, so that a room isn't booked on our direct bill. This is not only frustrating to the people making the arrangements; it is unacceptable, both from a professional and a business standpoint. If a VISTA is planning on bringing family and is making their own arrangements for lodging, the PRC office must know at least 72 hours before the training/conference. If you make arrangements and don't let us know, you will not be reimbursed for the room.

### **Meals:**

During trainings/conferences, the PRC often sets up group meals. If you choose to eat elsewhere or do something different, you will not be reimbursed for meals not eaten with the group. Every effort is made to find meals that will accommodate all VISTAs, in their myriad of nutritional styles and needs. If you have any special needs, be sure to let the PRC know, and we will do our best to arrange suitable dining.

For PRC required events, if a VISTA should travel during a meal time, they may be reimbursed for the meals at the following state rates: \$5 for breakfast, \$6 lunch, and \$12 for dinner.

### **Transportation/Mileage Reimbursement:**

When driving to trainings/conferences, especially those sponsored by the PRC or CNCS, you will be reimbursed for mileage from your home to the training location at the state rate of \$0.56/mile. However, in an effort to be both environmentally and fiscally sound, it is important that you make efforts to carpool. If there are several VISTAs in your community, select a driver and share the journey. Or, if you live upstream from another VISTA, perhaps you could pick someone up along the way. (Plus, on long road trips in Montana, it's a good idea to have someone to talk to!)

### **Reimbursement Procedure**

To be reimbursed for mileage and necessary meals, the VISTA must complete a *Non-Employee Expense Voucher* (yellow, legal size paper) with the appropriate information. Once the form is submitted, it will take approximately one week for you to receive your reimbursement check.

**Outside Training/Conference Reimbursements:**

The PRC will occasionally pass along information about non-CNCS/PRC related trainings/conferences being held throughout the state, which might be of interest to VISTAs working in the prevention field. The PRC might be willing to subsidize your host site/agency in sending you to such training (such as covering registration, or mileage, or lodging, etc.). If you are interested in attending such an event, contact the PRC office *before the training* and inquire about possible reimbursement for you or your agency.

**Internet/E-Mail Acceptable Use Policy:**

It is important that VISTAs have access to e-mail and the internet for a variety of reasons relating to their work. It is also important, however, that VISTAs use those resources appropriately—especially if they are working in a division of state government or an agency affiliated with the Department of Public Health and Human Services (DPHHS). Individual host sites may have varying policies regarding acceptable use of web resources, but a here is general rule of thumb:

*Don't say, do, write, view, or acquire anything that you wouldn't be proud to have everyone in the world learn about if the electronic records are laid bare.*

If you have any questions or concerns about some aspect of internet/e-mail use, discuss those issues with your supervisor, who can likely provide guidance about acceptable use. If you'd like a sample of the DPHHS internet acceptable use policy, contact one of the VISTA Leaders.