

ORANGE COUNTY HIV PLANNING COUNCIL
Policies and Procedures

Subject: Transportation Compensation

Number: XIX

Date Effective: May 24, 1995

Revised: 10/30/96, 6/9/99, 12/10/14,
8/10/16, 3/14/18, 3/11/20, 4/13/22,
6/14/23, 5/14/25

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The HIV Planning Council (Council) shall allocate sufficient operating funds to cover expenses incurred by Council and committee members in conjunction with their participation in the Council and Committees as outlined below. Only expenses of members who are living with HIV are eligible for compensation.

1. **PURPOSE:** The purpose of this document is to set forth policies and procedures for the compensation of eligible persons living with HIV for mileage and other expenses incurred as a result of attending regular, extra, or emergency meetings of the Council and Committees, and all other meetings or trainings pertaining to Council and Committees business. This policy does not cover travel costs associated with travel outside of the local area requiring an overnight stay; all such travel policy requirements will be determined by the County of Orange Business Travel and Meeting Policy and/or the Health Care Agency Travel Policy.
2. **ELIGIBILITY:** Persons eligible for compensation must be:
 - 2.1. Council and committee members (including affiliates) and/or standing committee members who are living with HIV and have incomes under 500% of the Federal Poverty Level (FPL).
3. **PROCESS:**
 - 3.1. Complete transportation compensation memo (see attachment) for gas card or bus pass compensation. Gas card amounts are determined based on actual mileage to and from the member's place of residence or employment to the meeting or training location. Bus pass amounts are limited to daily bus passes. Individuals that meet Orange County Transportation Authority (OCTA) criteria for a reduced fare will be provided a reduced fare daily pass. Individuals who do not meet OCTA criteria for a reduced fare shall receive a regular fare daily pass. Taxi transportation coordinated by Council Support may be made available if no other options are available or if justification is provided.
 - 3.2. Council and committee members requesting compensation for a bus pass in accordance with eligibility criteria in Section 2.1 must attest that they do not already receive a monthly bus pass through the Ryan White Program utilizing the transportation compensation memo (see attachment).
 - 3.3. Council and committee members requesting taxi transportation coordination in accordance with eligibility criteria in Section 2.1 must attest that they are unable to drive a car **and/or** take the bus to and from the meeting (due to the length of time of bus ride, unsafe, and/or other justified reason) utilizing the transportation compensation memo (see attachment).

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4. ALLOWABLE EXPENSES:

- 4.1. Mileage will be compensated at the current Internal Revenue Service (IRS) Standard Mileage Rate. Mileage is based on the most direct route from place of residence or employment to the location of the meeting or training. Compensation will be based on actual mileage traveled multiplied by the current IRS Standard Mileage rate. Compensation amount will be rounded up to the nearest five (5) dollar denomination. IRS Standard Mileage rates are updated annually. The most current mileage rate information is available at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- 4.2. Bus pass compensation will be based on current OCTA fares. Bus pass compensation will be a daily bus pass (regular fare or reduced fare) for each meeting and/or training in attendance.

5. COMPENSATION PROCEDURE:

- 5.1. Members will be provided a gas card for attendance at each meeting and/or training upon completion of the transportation compensation memo (see attachment) indicating desire to receive a gas card for compensation and indicating the total mileage to and from meetings and/or trainings.
- 5.2. Members will be provided a daily bus pass (regular fare or reduced fare) for attendance at each meeting and/or training upon completion of the transportation compensation memo (see attachment) indicating desire to receive a bus pass for compensation.

6. TRACKING COMPENSATION:

- 6.1. Compensation distribution is tracked using a compensation distribution form. Members must sign indicating acceptance of gas card or bus pass. The form includes the last six-digits of the gas card or bus pass serial number for reconciliation.
- 6.2. All completed forms are scanned and saved in the HIV Planning and Coordination network drive.

This policy will be reviewed at minimum every two (2) years and any special circumstances will be reviewed on an individual basis.

Attachment(s): Transportation Compensation Memo