



## NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

### MEMBER EXPENSE REIMBURSEMENT

#### POLICY 1-03-01 (3)

#### PURPOSE:

To encourage the participation of citizens beyond mandatory partners and state agencies on the North Dakota Workforce Development Council, reimbursement of travel expenses and payment of honorariums will be provided for designated in-person meetings.

Council members, other than state employees and required one-stop delivery system partners are eligible for reimbursement of travel expenses for regularly scheduled meetings, out-of-state travel and for honorariums for the day of regularly scheduled meetings.

Required one-stop delivery system partners include:

1. Programs authorized under Title I of the Workforce Innovation and Opportunity Act.
2. Programs authorized under Wagner-Peyser Act (29 U.S.C. 49 et seq.);
3. Adult education and literacy programs authorized under title II of the Workforce Innovation and Opportunity Act;
4. Programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741);
5. Activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);
7. Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
8. Activities authorized under Chapter 41 of Title 38, United States Code;
9. Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);
10. Employment and training activities carried out by the Department of Housing and Urban Development;
11. Programs authorized under State unemployment compensation laws;
12. Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
13. Programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).

#### POLICY:

1. **Member Expenses:** Council members, other than state employees and required one-stop delivery system partners, will be reimbursed for travel and per diem for regularly scheduled meetings at the current approved state rate.

2. **Out-of-State Travel Expenses:** Within the available budget of the Council, the Executive Committee can reallocate funding to address changing priorities of the Council as they develop. All requests for travel must be made in writing and should, unless there are extenuating circumstances, be submitted 45 days prior to the conference or training activity. Examples of out-of-state travel are:
  - a. National Governor's Association or National Association of Workforce Boards conferences. Attendance to these conferences require paid annual memberships.
  - b. The Region IV Employment and Training Administration sponsors Regional conferences and training events which may relate to State and Local Board responsibilities.
3. **Honorariums:** Council members, or their official representative, other than state employees and mandatory one-stop delivery partners, will be provided on request, to those Council members whose employer does not reimburse them for wages on the day of the Council meeting or in cases where Council members are required to pay for substitutes at their place of employment for the day of the scheduled Council meetings.
  - a. Honorariums will be issued upon verification of services.
  - b. Honorariums for services for portions of a day shall not be prorated. Travel days shall not be counted as days of service for the purpose of eligibility for honorariums.

**REFERENCE:**

- (0) NDWDC minutes dated May 12, 2015
- (1) NDWDC Administrative minutes dated September 28, 2018
- (2) NDWDC Administrative minutes dated October 28, 2021
- (3) NDWDC Administrative minutes dated March 27, 2024

**REVIEW:** March 27, 2027