



**child
development
services**

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CDS Administrative Letter: Number 22

DATE: October 15, 2009

TO: Child Development Services Board Chairs, State Level Advisory Committee Members, and Regional Site Directors

FROM: David Noble Stockford, Team Leader and Policy Director,
Debra Hannigan, State Director, Child Development Services

RE: Allowable Expenses

The CDS State IEU processes all fiscal payments to providers, vendors and employees. There are a myriad of items that are processed daily that are expenses directly related to children and these expenses are paid based on a direct correlation to a child's IEP or IFSP. Other expense requests are related to employees and site administration. Most are allowable based on the negotiated professional and support staff employee bargaining agreement. For reference the following clarification is offered:

Travel expenses include the following:

Mileage for personal vehicles

Mileage is from the CDS office to the destination.

The cost of commuting to work is not considered allowable mileage

Tolls*

Taxi, bus, etc*

Hotel accommodations*

Parking *

Extended Day Meal Allowance - Meal allowances are applicable only when an employee is away on an approved overnight on CDS business (meeting, conference, site review, etc).

CDS will follow State policy. Information can be found at
<http://www.maine.gov/osc/travel/travelinfo.htm>

* receipts required

The following are expenses that have historically been approved for payment by some boards that can no longer be supported by state or federal funds and will no longer be considered allowable under CDS State IEU policy.

Board Meeting expenses:

- a) Meals
- b) Food -snacks
- c) beverages
- d) coffee
- e) awards
- f) decorations
- g) mileage

Miscellaneous Office Expenses:

- h) Water
- i) Coffee
- j) Snacks – non-client
- k) Refreshments
- l) Lunch
- m) Food
- n) Decorations
- o) Greeting Cards
- p) Flowers – employee sick, funeral in the family, etc.
- q) Birthday Cake, etc.
- r) Retirement Cake, etc.
- s) Rewards – plaques, flowers, etc.

Items needing prior approval by the CDS State IEU and supported on the basis of available funds to the system:

- t) Computers
- u) Software
- v) Telephone Systems
- w) Capital Expenditures
- x) Renovations
- y) Major repairs

- z) Courses
- aa) Books
- bb) Memberships

For more information, please contact Debra Hannigan, State IEU Executive Director at debra.hannigan@maine.gov.