



# MAINE JUVENILE JUSTICE ADVISORY GROUP

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## **Reimbursement of Non-Members for Conference Attendance Policy**

*(Adopted June 17, 2022)*

The purpose of this policy is to provide guidance to the Juvenile Justice Advisory Group (JJAG) members (“the Board”) as to when reimbursement for individuals who are not JJAG members is appropriate.

1. Except in rare circumstances and only with the recommendation of the Executive Committee and approval of the Board, the only conferences that will be eligible for non-member reimbursement will be those sponsored by:
  - a. The Coalition for Juvenile Justice
  - b. The National Council of Juvenile and Family Court Judges
  - c. The Office of Juvenile Justice and Delinquency Prevention
2. Non-members who are eligible for conference reimbursement will be recommended for approval pursuant to the following procedures:
  - a. The non-member requesting approval for reimbursement shall submit an application to the JJ Specialist that includes the following:
    - i. A statement explaining why their attendance will serve the interests of the JJAG and is consistent with the goals and objectives of the 3-year plan,
    - ii. If available, a listing of the sessions that the non-member will attend, or if not, the nature of the issues that the non-member will be pursuing,
    - iii. The non-member’s plan for disseminating the information or training gained through attendance at the conference, and
    - iv. A list of the JJAG Board and Committee meetings that the non-member attended and any specific JJAG projects they have worked on.
  - b. Recommendation for reimbursement of a non-member shall be made by a Committee Chair to the Executive Committee.

- c. The Executive Committee shall review all recommendation and make a make its own recommendation to the full Board.
  - d. The Board shall vote on whether to approve the recommendation of the Executive Committee.
  - e. Non-members shall not be eligible for reimbursement pursuant to this policy more than once in any 2-year period.
3. The Executive Committee shall restrict the types of travel that will be eligible for reimbursement.
- a. If the non-member is an employee of a state agency, the Board may require that
    - i. The employee either show evidence that state agency will not cover the travel with existing resources and/or
    - ii. The state agency will match the funds to be provided by the JJAG.
  - b. Reimbursements shall be in made in accordance with the applicable policies and procedures promulgated by the State of Maine.
  - c. Reimbursement will be limited to conference registration, hotel room per diem, travel, and daily incidentals.