

POLICIES OF  
THE KANSAS 988 COORDINATING  
COUNCIL

Presented for Adoption: 12/20/2022

**Policy 1. 988 Coordinating Council Budget Request and Approval.** The 988 Coordinating Council will develop an annual budget request to submit to KDADS for any expenses necessary to complete its statutory obligations, conduct its business, or represent the Council. KDADS will review and approve the budget.

**Policy 2. Reimbursement of 988 Coordinating Council Expenses.** KDADS receives the bill for 988 Coordinating Council expenses and submits it to the chairman of the Council for approval. After authorization to pay the bill is given by the chairman, KDADS pays the bill from the 988 Fund, keeping a record of the transaction. A financial report summarizing the Budget vs Actual Expenses will be present at each Council meeting for adoption.

**Policy 3. 988 Coordinating Council Member Travel Policy.** Members of the 988 Coordinating Council are authorized to travel on behalf of the Council. Any travel expenditure should be 1. incorporated into the annual budget and 2. approved by the Council and KDADS. KDADS will pay directly for any registration fees relating to conferences or meetings, hotels and airfare. Council members will submit a KDADS-1 form for travel authorization and registration or reservations to the Council Chairman. Council Members will receive per diem during travel for any meals not provided and reported on the KDADS-1. Meal expenses should not exceed the GSA per-diem rate for the destination city. Council members will be reimbursed for out-of-pocket travel expenses relating to baggage fees, parking, local transportation (i.e., shuttle, taxi). All out-of-pocket expenses will be reimbursed by KDADS upon submission of receipts corresponding to the approved KDADS-1.