

**Kenton County Planning Commission**

**Administrative Policy Number 11  
Compensation, Payments & Reimbursements**

**Purpose**

To establish compensation for attendance at regular and special meetings and to establish guidelines for payment and reimbursement of costs of Orientation and Continuing Education programs and other education expenses as approved by the Executive Committee.

**A. Compensation**

- (1) Commissioners shall receive compensation of twenty-five dollars (\$25.00) for each regular or special meeting attended.
- (2) Officers shall receive compensation of two-hundred and fifty dollars (\$250.00) for each quarter.

**B. Orientation and Continuing Education Payments and Reimbursements**

- (1) The Commission may pay for and/or reimburse Commission members for registration, transportation, and/or lodging for all Commission approved orientation and continuing education programs but only if the following guidelines are met:
  - (a) The Commissioner has attended eight of the last 12 regular meetings prior to registration. If the Commissioner's tenure is less than 12 months, then attendance at 2/3 of the regular meetings since the Commissioner's installation will be required.
  - (b) The Commissioner submits a completed Orientation Training and Continuing Education Form (see C.1), within thirty (30) days after completion of the program. The Executive Commission shall establish a required minimum number of credit hours prior to each program.
  - (c) Commissioners seeking reimbursement for self-arranged travel and/or lodging must also submit a completed Expense Report Form (see C.2) within thirty (30) days after completion of the event or session. Reimbursements shall not exceed the value of the Commission sponsored travel and lodging.
- (2) In the event the number of Commissioners wishing to attend any approved orientation and continuing education program exceeds the budgeted amount, the following criteria may be used by the Executive Committee to establish priority for Commission-funded attendance:
  - (a) The Commission Chair.
  - (b) Commissioners who have never attended the National APA Conference.
  - (c) Commissioners in need of continuing education credit hours.

**C. Attachments**

- (1) Orientation Training and Continuing Education Form
- (2) Expense Report Form