



Policy / Procedure Name	
Personal Care Assistants (PCAs) Travel and Expense Policy	
Document ID	
OPS006	
Document Owner	Department
Chief Administrative Officer	Operations
Review Frequency	
Annual	

I. Purpose of Policy

The Camden Coalition is committed to meaningful inclusion of people with lived experience, including addressing accessibility needs and accommodations to ensure equitable participation at in-person events, conferences, and meetings. The objective of this policy is to establish a best practice framework concerning the coverage of expenses incurred by Personal Care Assistants (PCAs) and other support personnel people during travel with individuals with lived experience, including Consumer Scholars, CAC members, and others.

II. Policy Scope

This policy applies to all **PCA's or Support Person(s)** who are authenticated to travel with **people with lived experience** to attend at the Putting Care at the Center conference and other Camden Coalition (Coalition) sponsored events and meetings.

III. Definitions

Per Diem: or daily allowance is a specific amount of money the Coalition provides an individual per day to cover meal(s) and incidental expenses when traveling for attendance at the Putting Care at the Center conference and other Coalition sponsored events and meetings. Fixed per diem rates eliminate the need for tracking expense(s) with receipts.

The Coalition will adhere the Per diem allowance for meals, and incidental expenses to the U.S. General Services Administration (GSA) established reimbursement rates that federal agencies use to reimburse their employees for subsistence expenses incurred while on official travel within the continental U.S.

Please visit www.gsa.gov/perdiem to find the rates. Click on a state on the map to view that state's rates or enter the location in the search box.

IV. Policy Statement

A. Authentication Process of PCA or Support Persons:

- i. Initial Assessment:



- a) Conduct an initial conversation to determine the specific needs and requirements of the person with lived experience.
 - b) Identify whether the presence of a Personal Care Assistant (PCA) or Support Person is necessary for the person's safety, well-being, and participation in activities.
- ii. Documentation Requirements:
- a) If for some reason based on staff members initial determination is not sufficient to substantiate the need, the Coalition may, request written documentation from relevant healthcare professionals, such as physicians or therapists, detailing the person with lived experience medical condition, functional limitations, and the necessity of PCA or Support Person assistance during travel.
 - b) Ensure that the documentation includes specific information regarding the need for the PCA or Support Person are required to perform.
- B. Covering Costs for Medically Required PCAs:** The Coalition commits to covering **all costs** associated with medically required Personal Care Assistants (PCAs) who need to travel with a person with lived experience to attend any Coalition affiliated events, meetings, or conferences. This includes but is not limited to transportation, accommodation, meals, and other expenses directly related to the PCA's services for assisting the person with lived experience attend and participate in the Coalition event or conference.
- C. Covering Costs for Other Support Persons:** The Coalition will endeavor to cover costs associated with support persons providing assistance for necessary activities except for medical care. This could include travel expenses if the support person is required for travel, but not for participation in the Coalition affiliated event, meeting, or conference itself.
- i. Example: If a person with lived experience requires a support person for travel purposes only and not for participation in the conference sessions or activities, the Coalition will cover transportation costs for this support person. However, additional costs such as registration fees to attend the event or accommodation expenses may not be covered unless deemed necessary and approved on a case-by-case basis.
- D. Case-by-Case Consideration:** While the Coalition aims to meet the health and safety needs of all people with lived experience who partner with us, it acknowledges that individual circumstances may vary. Therefore, decisions regarding the extent of support and coverage will be made on a case-by-case basis, considering the unique needs and requirements of each person.
- E. Commitment to Accessibility:** The Coalition is committed to promoting accessibility and inclusivity at the Putting Care at the Center conference and all Coalition sponsored events and meetings. Efforts will be made to accommodate diverse needs and ensure that all participants can fully engage.



F. Expense Coverage Guidelines please refer to the Camden Coalition [Travel Policy](#)

V. Compliance and Enforcement

All managers and supervisors are responsible for enforcing this policy. Workforce Members who violate this policy are subject to discipline up to and including termination in accordance with the *Sanctions Policy*.

VI. References

A. Regulatory Category:

- i. Note any regulatory bodies, state and/or federal laws that apply to this policy

VII. Revision History

Version	Effective Date	Description of Change	Revised By	Approved By
1	7/11/2024	New Policy	Katie Wood	Kathleen Noonan