

STATE COMMITTEE of PRACTITIONERS

Committee Guidelines

1. Materials to be discussed and/or presented during the meeting will be sent as an email attachment to committee members at least two days prior to the date of the meeting.
2. A draft agenda will be sent to committee members at least four days prior to the date of the meeting.
3. Committee members will RSVP to Clara Algiene (algiene_c@cde.state.co.us) at least four days prior to the date of the meeting.
4. Committee members will follow State fiscal guidelines with regard to travel arrangements in order to attend the CoP meeting ensuring that all reservations have cancellation clauses that allow for changes with 24 hours notice. Committee members requiring overnight lodging in order to attend the meeting are “...responsible for controlling expenses at a reasonable level and ensuring that the State receives adequate value for the amounts expended.” *State of Colorado Fiscal Rules :3.3*
“Actual and necessary expenditures shall be reasonable under the circumstances... public funds are the source of the reimbursement.”
State of Colorado Fiscal Rules: 11.4

Examples of State approved lodging include

- a. Choice Hotels International
 - i. Comfort Inn
 - ii. Comfort Suites
 - iii. Quality Inn
 - iv. Sleep Inn
 - v. Clarion
- b. La Quinta Inn & Suites
- c. Holiday Inn Express
- d. Hampton Inn