

University of Louisiana System

**Title: PER DIEM
REIMBURSEMENT**

Effective Date: July 1, 2002

**Cancellation: B-III.J-1
May 27, 1999**

Chapter: Bylaws

Policy and Procedures Memorandum

In a memorandum to Board Members in 1999, Mr. Carl Shetler, Chair wrote, in part: "Attached are state travel regulations. Please attempt to routinely stay within these guidelines. Exceptions are permissible, but should not be the norm. Expenses must not be extravagant. They should be reasonable in relation to the purpose of the travel. Per diems are routinely allowed only for Board and Committee meetings. Any other situation must be explicitly approved by the Chair or the Vice Chair In the future, please indicate on each expense request your preference to receive or decline per diem reimbursement."

Travel Regulations

Personally-Owned Vehicles: A mileage allowance shall be authorized for travelers approved to use personally-owned vehicles while in the conduct of official state business. Mileage shall be reimbursable on the basis of **.32** cents per mile.

Actual Expenses for Board Members: Board members may be reimbursed on an actual expense basis for lodging. The request for reimbursement must be accompanied by a receipt, or other supporting documents, for each item claimed.

Meals (including tips): Travelers may be reimbursed up to the following amounts for meals:

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	<u>In-State</u>	<u>Out-of-state (Incl. N.O.)</u>
Breakfast	\$6.00	\$6.00
Lunch	\$8.00	\$9.00
Dinner	<u>\$12.00</u>	<u>\$14.00</u>
	\$26.00	\$29.00

Receipts are not required for routine meals within these allowances if stay is overnight. If meals of Board Members exceed these allowances or stay is not overnight, receipts are required.

Reimbursement for Other Expenses: Telephone expenses relative to official state business-Long Distance Savers (receipts required for over \$3.00) may be claimed.

Compensation of Board Members: Each member of the Board may be paid a per diem of \$50.00 for actual attendance at meetings of the Board or of a committee appointed by the Board on which the member serves, or while on business for the Board. Travel and other expenses incurred in the performance of official duties will be reimbursed. The Chair or Vice-Chair must approve expenses for meetings other than official Board meetings.

A signed travel expense form, receipts, and notation of meetings attended other than Board meetings are necessary to accurately expedite Board travel reimbursement. These documents can be faxed or mailed if not left with appropriate staff member after the Board meeting.

Policy References:

Louisiana Travel Guide, 2002-2003

Review Process:

Board Members

Distribution:

Board Members