

Policy 2.4

POLICY TITLE:	BOARD MEMBER PER DIEM AND REIMBURSEMENT	POLICY # 2.4	ADAPTED FROM	
Topic Area:	FINANCIAL MANAGMENET	Page 1 of 1	REVIEW DATES	
Applies to:	LRE Board Members	ISSUED BY: Chief Executive Officer APPROVED BY: Board of Directors	4/17/2014	1/1/2015
Developed and Maintained by:	LRE CFO			
Supersedes:	N/A	Effective Date: January 1, 2014	Revised Date:	

I. POLICY

Lakeshore Regional Entity (LRE) Board members shall receive a per diem for attendance at Board and committee meetings and for attendance at conferences/seminars. In addition, Board members shall be reimbursed for mileage and other travel related expenses. Payments will be made in accordance with the following:

- A. LRE Board members shall be paid a per diem of \$50 for attendance at any LRE Board meeting or Board committee or subcommittee meeting. The maximum reimbursement per day shall not exceed \$100.00
- B. LRE Board members shall be reimbursed for mileage to and from any Board related meetings based on the current IRS standard mileage rate.
- C. LRE Board members shall be paid a per diem of \$70 per day for attendance at conferences/seminars on behalf of the Board.
- D. LRE Board members shall be reimbursed for conference/seminar related expenses in accordance with the LRE travel reimbursement policy.
- E. LRE Board members who are also County Commissioners shall opt out of per diem payments or mileage reimbursement if it conflicts with their County policies.
- F. LRE Board members are not considered employees of the LRE. Therefore, all payments to Board members for per diems and Board related mileage/travel expense reimbursements will be processed through accounts payable and a Form 1099 will be issued annually in accordance with IRS regulations.

II. ATTACHMENTS

Board Member Per Diem / Mileage Request Form