

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-10**

Subject: **Directors' Expenses and Per Diem**

Objective: To establish, in compliance with bylaw requirements, the expenses and per diems which may be claimed by Directors in the performance of their duties. This policy will also guide the board as it determines per diems that are fair and equitable to directors and the cooperatives' membership.

Policy: 1. Determining Per Diem

- a. When determining any per diem adjustment, the board will assess operating expenses and other factors which may have a direct bearing upon the cooperative's ability to maintain a viable financial condition.
 - i. Every other year, Polk-Burnett participates in a board per diem study conducted by Dairyland Power Cooperative (DPC) with 24 other DPC member cooperatives.
 - ii. Once the study is complete, management will compile the information for consideration by the board during a regular board meeting.
 - iii. Regular board meeting per diems will be guided by the average per diem of all DPC member cooperatives participating in the study.

2. Per diems, expenses & transportation:

- a. Per diems – *regular & special board meetings* - effective May 23, 2022:
 - \$350
 - The president will receive \$450 for the board meetings he presides over.
- b. Per diems – *training, seminars, NRECA meetings, and/or cooperative business related meetings* – effective May 23, 2022:
 - \$250
- c. Expenses - Actual reimbursements are paid for expenses incurred in the performance of duties, including but not limited to meals, telephone charges, lodging, registration fees, parking, and other related out-of-pocket expenses (does not include alcoholic beverages). Itemized receipts are required.
- d. Transportation - Use of a private vehicle will be reimbursed based on the current allowable IRS mileage rate using the most direct route or actual cost reimbursement of regular coach class airline fare. Reimbursement for mileage may not exceed the cost of regular coach class airline fare.
- e. Per diems, expenses and transportation will not be paid for directors to retake Credentialed Cooperative Director (CCD) or Board Leadership (BL) Courses. *See Policy BD-28: Director Education for other director training specifics.*
- f. Per diems to attend a regular or special board meeting electronically are at the discretion of the board.

