

University of Louisiana System

**Title: BOARD COMPENSATION
AND REIMBURSEMENT**

Effective Date: January 7, 2011

Cancellation: July 2002

Chapter: Bylaws

Policy and Procedures Memorandum

Each member of the board shall be paid a per diem plus travel and other expenses incurred in the performance of official duties. Reimbursement of travel and expenses shall be in conformity with regulations governing such expenses of state officials and the guidelines as identified herein.

Compensation

Per Diem: 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.

Reimbursement of Travel and Other Expenses:

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 in accordance with rates established in the Louisiana Travel Guide issued by the Division of Administration, Office of State Purchasing and Travel (PPM49 Section 1504).

Lodging and Meals: Board members may be reimbursed on an actual expense basis for meals and lodging. The request for reimbursement must be accompanied by a receipt, or other supporting documents, for each item claimed. Board members are encouraged to ensure that lodging expenses are reasonable, (PPM49 Section 1506).

Other Expenses: Telephone expenses relative to official state business may be claimed in accordance with the Louisiana Travel Guide issued by the Division of Administration, Office of State Purchasing and Travel (PPM49 Section 1508). Receipts are required for reimbursements in excess of \$3.00.

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 (PPM 49)
Louisiana Revised Statutes 17:3206

Review Process:

Board Members

Distribution:

Board Members