

Cooperative Light & Power  
Board Policy III- 3

SUBJECT: Board of Directors - Per Diem and Mileage

ADOPTED: 7/9/59

REVISED: 5/14/70, 6/14/73, 4/13/78, 2/21/80, 7/16/81, 7/18/85, 11/16/89, 11/15/90, 4/23/98, 1/21/99, 6/15/00, 3/20/03, 7/17/03, 11/21/08, 9/15/16, 10/18/18, 04/26/23, 02/25/26

REVIEWED: 7/15/10, 04/26/23

POLICY:

Directors per diem and mileage shall be as provided herein:

1. Regular, Special and Committee Meetings

Per Diem per Meeting \$450.00

Per Diem per Meeting - Board President \$575.00

Mileage per mile - as allowed by IRS

2. The per diem assigned to travel or meetings during any 24-hour period shall be \$450.00. The Director shall be paid mileage pursuant to the current IRS rate for a personally owned vehicle to and from local meetings. The maximum mileage paid to a director shall be from the premises served by the Cooperative provided however that if the Director's residence is lesser miles from the Cooperative's office, the lesser miles shall be used. The Cooperative will not pay travel or other expenses incurred by a Director's spouse or friend.
3. Should a Director choose to drive his/her own vehicle to a meeting, reimbursement for miles driven will be the following: IRS allowed reimbursement of mileage if the destination is in the 5 state area (MN, ND, SD, WI, IA), or the cost of an economy plane ticket, as determined by the

Board, if the destination is outside of the 5 state area. Parking fees will be reimbursed on an actual basis.

4. Only the authorized delegate or delegates will be compensated as provided herein. Approval of Director's expense statements will be the responsibility of the Board of Directors.
5. Reimbursement shall be made upon presentation of an itemized Travel Expense Voucher. Receipts shall be attached to said voucher for lodging, automobile rentals, meals and airline, bus or train tickets.
6. A detailed written or verbal report of the proceedings of any meeting attended by a designated delegate shall be mandatory. The Director attending a meeting shall be responsible for getting the meeting report placed on the next Board Meeting Agenda.

RESPONSIBILITY: The CEO is responsible for the administration of this policy.