

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 404**

SUBJECT: PER DIEM AND EXPENSE REIMBURSEMENT FOR DIRECTORS

OBJECTIVE:

To provide fair and equitable compensation and reimbursement for attendance of Directors at board, committee, member, trainings, and other cooperative meetings and events to encourage their attendance and participation as appropriate.

POLICY:

Per Diem

1. Per diem of \$150.00 per day, plus travel from the Director's home and out-of-pocket expenses, will be paid to Directors when attending (a) regular monthly meetings, (b) all special meetings, (c) EECA & statewide annual meetings, (d) regional meetings, (e) national meetings, (f) committee meetings, and (g) various Director training and educational events.
2. As a Director completes educational requirements, in accordance with Bylaws 4.02 and Policy 401, per diem rates will increase as follows:
 - A. Directors who have received their NRECA Credentialed Cooperative Director (CCD) shall receive a per diem of \$200 per day.
 - B. Directors who have received their NRECA Board Leadership Certification (BLC) shall receive a per diem of \$250 per day.
 - C. Directors who have received and maintained their NRECA Director Gold Certification shall receive a per diem of \$300 per day.
3. In-state per diem will be paid for the day of the meeting and, as appropriate, for travel time to and from such meetings. For out-of-state travel, an additional one-day per diem will be paid unless otherwise designated by the board.
4. When a board member attends any event, meeting, or training on behalf of another organization in relation to that board member's affiliation with the Cooperative, per diems (and expense reimbursements) will be paid by the other organization, and not also paid by the Cooperative. Per diems (and expenses) that are paid or reimbursed by other organizations will be done in accordance with their bylaws, policies, and procedures.

Expense Reimbursements

1. Directors shall be reimbursed for all legitimate expenses for attendance at meetings, trainings, or cooperative related events upon submission of a detailed expense account, with receipts attached as appropriate. Such expense accounts will be reviewed by the Secretary-Treasurer.
2. No expenses will be paid for spouses or significant others of Directors accompanying them to meetings, trainings, or cooperative events. However, the Cooperative may pay the cost of a spouse or significant other's meal when they are accompanying the Director at the board function.
3. The Cooperative will not pay for, or reimburse payment for, alcoholic beverages.

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4. Travel shall be reimbursed to the Director on the following basis:
- A. Commercial air or ground is the preferred method of transportation. A Director shall select the means of travel which in their judgment is the most satisfactory under the circumstances, giving due consideration to factors of time and cost. Reimbursement shall be for actual expenses incurred.
 - B. Mileage reimbursement, plus toll costs, for use of personal automobile shall be at the rate established by the Internal Revenue Service for travel to and from each meeting, training, or cooperative event. In those instances where Directors travel with others, only the Director whose automobile is utilized shall receive mileage and toll reimbursement.

RESPONSIBILITY:

It shall be the responsibility of the Board of Directors to see that the provisions of this policy are carried out.

Revised: 02/27/2001
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Revised: 12/20/2010
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Revised: 02/27/2024

Attested: Paul Hicks, Secretary
Attested: Gilbert Kroening, Secretary
Attested: Kevin Liefer, Secretary
Attested; Kevin Liefer, Secretary
Attested: Kevin Liefer, Secretary
Attested: Paul Hicks, Secretary
Attested: Paul Pyatt, Secretary
Attested: Randall Campbell, Secretary
Attested: Randall Campbell, Secretary