

Davis Applied Technology College: A Utah College of Applied Technology Campus Payment of Per Diem to Campus Board of Directors

Effective Date: 01 September 2001

Campus President's Council Approval: 20 November 2001

Board Approval: 24 January 2002

1. Purpose

To authorize a per diem allowance for members in attendance at official meetings of the Campus Board of Directors of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) and to bring such per diem allowances into conformity with general state policy.

2. References

2.1. Utah Code Section 53B-2a-109(5) (Campus Boards of Directors – Compensation)

2.2. Utah Code Section 63A-3-106 (Per Diem Rates for State Officers and Employees)

2.3. Utah Code Section 63A-3-107 (Travel Expenses of Executive Branch Officers and Employees)

2.4. Administrative Services, Finance Policy and Procedure R25-5, Payment of Per Diem to Boards

2.5. Board of Regents Policy and Procedure R582, Per Diem Compensation for Services

3. Policy

3.1. Similar Treatment for Campus Board of Directors. The public service on the Campus Board of Directors requires both sacrifice and dedication which should be recognized, pursuant to express legislative intent, by a suitable per diem allowance. Such allowances should be similar to those received by the members of other appointed state boards and commissions.

3.2 Per Diem Rates the Same as Those Set by the State Director of Finance. Per diem rate changes determined by the State Director of Finance for appointed members of state boards and commissions shall automatically be placed in effect for members in attendance at official meetings of the Campus Board of Directors as of the effective dates of the Director of Finance's determinations.

4. Procedure

4.1. Rates. Each member of the Campus Board of Directors shall receive \$60 per diem for each official meeting attended that lasts up to four hours and \$90 per diem for each official meeting that is longer than four hours.

4.2 Per Diem May be Declined. Members may decline to receive per diem and/or travel expenses for their services by submitting a written notice to the Campus Vice President of Finance that such payments are declined.

4.2 Payments to Government Employees. Full time state or local government employees serving on the Campus Board of Directors may not be eligible for per diem at board meetings held during normal working hours.

4.3 Payment of Per Diem. All Campus Board of Directors members are paid their per diem through the payroll system in order to calculate and withhold the appropriate taxes.

4.3.1 The Assistant to the Campus President shall submit to the Fiscal Services Division a listing of board members in attendance at each board meeting. This listing should be submitted the day after the board meeting.

4.3.2 Payments to board members will be included in the next payroll processed after the list of attendees is received by the Fiscal Services Division.