

Contact: Patrice Sayre

REVISIONS TO POLICY MANUAL – CHAPTER 7

Action Requested: Consider, as a first and final reading, approval of revisions to the Board of Regents Policy Manual reimbursement rate for meals in Section 7.03 F.4.

Executive Summary:

The Policy Manual section on meal reimbursement was last revised in February 2008 to tie meal reimbursement to the per diem rates set by the federal Department of General Services.

The Board's policy states that it is the intent of the Board that employees of Regent institutions be reimbursed for reasonable expenses associated with work-related travel.

Revision to the meals reimbursement allows for flexibility among the institutions, while simplifying the policy language so that it does not need periodic revision due to dollar parameters being included.

Proposed Revision:

Chapter 7 Section F.4

Current Policy: c. Meals would be reimbursed based on actual and reasonable costs. The institutions may use the federal General Services Administration per diem rates to establish maximum meal rates for in-state and out-of-state meals. However, maximum meal reimbursements may not be less than \$31 for in-state and \$40 for out-of-state.

Revised Policy: c. Each institution must develop clearly delineated travel policies for meals and incidentals. Such policies may be based on actual and reasonable costs for reimbursement, or on full or partial per diem rates, or on some combination of these. The maximum daily meal and incidental rates may not exceed the U.S. published per diem rates (General Services Administration for domestic rates, the Department of Defense for Hawaii, Alaska and other US territories and possessions; and the State Department rates for foreign destinations).