

AGENDA ITEM 11.b.i

Revision to Per Diem Policy

RECOMMENDED DIRECTIVE: The Board hereby approves revision to the travel policy on per diem to read:

A person with authorized travel from the college can receive an advance of 80% of his/her per diem. However, if the traveler has no outstanding travel advance nor accounts receivable with the college, he/she may request 100% advance on per diem.

Travel is not to be authorized for persons with unliquidated travel advance unless arrangements to clear the account have been made with the Business Office and approved by the President.

DISCUSSION: During the May 2009 Board meeting, the Board amended the travel advance policy to provide 100% of the per diem prior to traveling.

A comparison of travel advances and receivables between May 30, 2009, and September 30, 2012, indicates:

- Accounts receivables have increased by \$20,287 or 57% from \$35,390 on May 30, 2009, to \$55,677 on September 30, 2012;
- Travel advances have increased by \$51,292 or 21% from \$248,936 on May 30, 2009, to \$300,228 on September 30, 2012.

The recommended directive of reducing the percentage to 80% will help control and reduce the balance of accounts receivables and travel advances from travelers and encourage travelers to immediately liquidate their travel advances to secure the balance of their per diem.

Details are in the attached worksheet.

Action Taken

Vote:

☐ Approved as submitted

☒ 5 aye ☐ nay ☐ abstain

☒ Approved w/modifications

☐ Disapproved

☐ Deferred to a later meeting

Date: January 14, 2013