

Davis Technical College

Payment of Per Diem to College Board of Trustees

Effective Date: 16 March 2023

1. Purpose

To authorize a per diem allowance for members in attendance at official meetings of the College Board of Trustees of the Davis Technical College (College.

2. References

- 2.1. Utah Code Section 53B-2a-109(5) (Technical college boards of trustees – Compensation)
- 2.2. Utah Code Section 63A-3-106 (Per diem rates for board members)
- 2.3. Utah Code Section 63A-3-107 (Travel expenses of board members and state officers and employees)
- 2.4. Administrative Services, Finance Policy and Procedure R25-5, Payment of Per Diem to Boards
- 2.5. Board of Higher Education Policy and Procedure R582, Per Diem Compensation for Services

3. Policy

3.1. Similar Treatment for College Board of Trustees - The public service on the College Board of Trustees 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 College Board of Trustees as of the effective dates of the Director of Finance's determinations.

4. Procedure

4.1. Rates - Each member of the College Board of Trustees 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 College human resources department that such payments are declined.

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

4.3.1. Payment of Per Diem - All College Board of Trustees members are paid their per diem through the payroll system in order to calculate and withhold the appropriate taxes.

4.3.2. The College President's office shall submit to the Human Resources Department a listing of board members in attendance at each board meeting. This listing should be submitted the day after the board meeting.

4.3.3. Payments to board members will be included in the next payroll processed after the list of attendees is received by the Human Resources Department.

4.3.4. Board members may elect to donate their net per diem payment to the Davis Technical College Foundation.

5. Approval and Notes

Board Approval: 16 March 2023
President's Council Approval: 13 March 2023
Board Approval: 24 January 2002
President's Council Approval: 20 November 2001