

**MORA-SAN MIGUEL ELECTRIC COOPERTIVE, INC.
PROVIDING FOR STANDING TRUSTEE'S
COMPENSATION AND REIMBURSEMENT
BOARD POLICY NO. 114
Supersedes Policies No. 4 & 49**

SUBJECT: Trustee's Reimbursement and Compensation

OBJECTIVE: To establish responsibilities for which standing Trustees will be reimbursed and compensated, amounts and conditions that apply thereto.

POLICY:

Section 11 of Article 4 – Trustees of the Cooperative's By-laws authorizes reimbursement and compensation of per diem and mileage reimbursement for standing Trustee's attendance at meetings of the Board, attendance at trainings and conferences, and for travel in and out of state when such is related to direction and operations of the Cooperative.

Board Policy No. 114, as amended on July 20, 2017 by Resolution No. 07-20-001-17 of the Board, establishes the standards, purposes and amounts to be paid to standing Trustees as follow:

1. Standing Trustees shall be reimbursed and compensated for attending Monthly Board Meetings, Special Board Meetings, Emergency Board Meetings, functions involving meetings of State, National, or Industry Organizations reasonably enhancing the Trustee's ability to serve as a Trustee.
2. Service and Responsibilities of the Trustees may require travel in state and out-of-state and with the approval of the Board, attendance of these meetings may occur.
3. Compensation to Trustees for service and responsibilities performed shall occur in the form of "per diem". "Per diem" shall be paid at a rate of \$150.00 a day when attending meetings, functions, state,

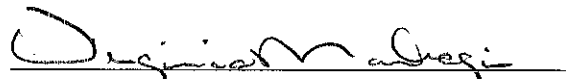
national, cooperative or industry organizations reasonably enhancing the Trustee's ability to serve as a Trustee.

4. Compensation of Trustees for service and responsibilities performed out-of-state shall occur in the form of "per diem". "Per diem" shall be paid at a rate of \$200.00 a day when attending meetings, functions, state, national, cooperative, or industry organizations reasonably enhancing the Trustee's ability to serve as a trustee.
5. Reimbursement to Trustees for travel to attend and or participate in meetings, functions, and trainings or other cooperative business when use of personal vehicle is allowed as per Internal Revenue Service Guidelines at the approved rates. Extended travel reimbursement shall not exceed the amount of regular coach airline ticket to the destination and back. Trustees when driving personal vehicle to attend shall be required to show proof of insurance for the vehicle being driven.
6. Reimbursement to Trustees for travel to attend and/or participate in meetings, functions, and trainings or other cooperative business when using a Cooperative vehicle shall not occur. Trustees are required to show a valid driver's license to the Human Resources Department prior to driving a Cooperative vehicle.
7. Reimbursement to Trustees for travel to attend and or participate in meetings, functions, and trainings, or other cooperative business when travel is arranged with bus, train, airlines, shall not occur. The Cooperative shall arrange and pay for the costs for such means of travel expenses to arrive and return for the Trustee.
8. Reimbursement to Trustees for lodging when traveling to attend and/or participate in meetings, functions, and trainings or other cooperative business shall not be required. The Cooperative shall use its credit card to cover all costs related to lodging.
9. Reimbursement to Trustees for meals while traveling to attend and/or participate in meetings, functions, and trainings shall be paid in accordance with GSA standards and applicable to the city(s) where such meals are purchased.

10. Reimbursement to Trustees for incidental costs, ie. Public transportation, rental of vehicle, taxi service, and parking fees when traveling to attend and/or participate in meetings, functions, and trainings shall be reimbursed upon submittal of receipts for the actual expenses incurred.
11. Compensation and reimbursement for spouses and/or significant others who may travel with Trustees; any and all costs incurred shall be borne by the Trustee and such costs are not reimbursable.
12. All Compensation and Reimbursement paid to Trustees shall be reported annually on the appropriate IRS forms and as required by law for each Trustee.

ENFORCEMENT: IT SHALL BE THE RESPONSIBILITY OF THE BOARD OF TRUSTEES TO COMPLY AND ENFORCE THIS POLICY.

Approved: April 13, 1993
Effective: April 13, 1993
Reaffirmed: February 24, 1995
Revised: February 21, 2005
Reaffirmed: September 29, 2005
Revised: September 29, 2005
Revised: November 24, 2009
Revised: May 31, 2018
Approved: May 31, 2018



Virginia Mondragon, Board Secretary