

TALQUIN ELECTRIC COOPERATIVE, INC.

POLICY NO. 5-1

SUBJECT: Per Diem and Expenses Paid to the Board of Trustees and the Cooperative Attorney

I. OBJECTIVE:

To establish the policy for payment of Per Diem and Expenses to the Board of Trustees and the Cooperative Attorney.

II. POLICY CONTENT:

The Board of Trustees of Talquin Electric Cooperative, Inc. has resolved that the Board of Trustees and the Cooperative Attorney shall be paid per diem and expenses in accordance with the following policy:

- A. Article IV, Section 6 of the Cooperative By-laws provides the Trustees with the authority to set a fixed sum and expenses of attendance for the individual Trustees.
- B. Each Member of the Board of Trustees of this Cooperative attending a regular Board Meeting or a Workshop/Special Meeting of the Board shall be paid \$650 for each such meeting, plus transportation at the authorized rate per mile from the place of abode and return. A Board Member that is out of town on Cooperative business and elects to attend one of these meetings via telephone shall be paid \$650 for each such meeting in lieu of any other per diem specified elsewhere in this policy. A Board Member that is out of town for personal reasons and elects to attend one of these meetings via telephone shall be paid \$350 for each such meeting in lieu of the standard \$650 per diem specified above.
- C. When attending a Board Meeting or Workshop that would be the third meeting in the same month, each Board Member shall be paid \$350 per meeting, plus transportation at the authorized rate per mile from the place of abode and return. This amount shall also apply to a Board Member that is out of town, whether on Cooperative business or for personal reasons, and elects to attend one of these meetings via telephone. This

amount shall be paid in lieu of any other per diem specified elsewhere in this policy.

- D. When attending any unplanned or unscheduled Board Meeting by telephone, each Board Member shall be paid \$350.00 per meeting
- E. When attending other meetings pertaining to Cooperative business, each member of the Board of Trustees of this Cooperative shall be reimbursed for actual transportation, lodging and meal expenses, in accordance with Board Policy No. 5-1a and paid \$350 per diem. If traveling by automobile, the payment for transportation shall be at the authorized rate per mile from place of abode and return.
- F. When attending meetings as a Board appointed representative to another organization (i.e., Seminole Electric Cooperative, Inc. or Florida Electric Cooperatives Association, Inc.), each member of the Board of Trustees of this Cooperative shall be reimbursed for actual transportation, lodging and meal expenses, in accordance with Board Policy No. 5-1a and paid a \$350 per diem, less any per diem and expenses paid by the organization being represented.
- G. When attending meetings outside the Cooperative service area pertaining to Cooperative business, the Cooperative Attorney shall be reimbursed for actual transportation, lodging and meal expenses, in accordance with Board Policy No. 5-1a and paid a \$350 per diem . If traveling by automobile, the payment for transportation shall be at the authorized rate per mile from the place of abode and return.
- H. The Secretary-Treasurer of the Board of Trustees shall be paid one additional per diem per month for check signing duties for the Cooperative throughout the month, plus transportation at the authorized rate per mile from the place of abode and return.
- I. Regardless of the type or number of meetings per day the per diem shall not exceed \$650 per day.
- J. Effective date of this policy is February 15, 2012.

III. RESPONSIBILITIES:

- A. It will be the responsibility of each Board Member and the Attorney to complete the copy of the "Per Diem/Expense" form and submit it to the

General Manager for necessary processing through the President for approval and then to process for payment.

- B. The President shall approve all Per Diem Expense vouchers submitted by Board members and the Cooperative Attorney.
- C. The General Manager will process for payment all appropriate Per Diem and Expense vouchers.

APPROVED: BOARD OF TRUSTEES

DATE: 12/2/70

REVISED: 01/27/1979 04/04/1979 12/19/1979 12/19/1984 12/21/1988
02/19/1992 12/17/1997 12/22/2003 04/19/2006 03/01/2011
11/16/2011 2/15/2012