

Contact: Patrice Sayre

REVISIONS TO POLICY MANUAL

Action Requested: Consider first and final approval of revisions to the Board of Regents Policy Manual:

1. Reimbursement rate for meals in Section 7.05 F.4.
2. Updating references to Iowa Code and Iowa Administrative Code sections.

Executive Summary:

1. The Policy Manual section on meal reimbursement was last revised in August, 2005 to a cap of \$31.00 per day for in-state meals and \$40 per day for out-of-state meals; prior to that it was unchanged from July 1991.

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 seeks to tie meal reimbursement to the per diem rates set by the federal Department of General Services. This would:

- Simplify the reimbursement process by tying the rates to a nationally-recognized standard, enabling the Board's policy to be current.
 - A link to the Federal government's established per diem rates allows for automatic increases/decreases when these rates are adjusted. This has proven highly successful with the link to the DGS mileage rates, particularly at a time when gasoline costs have risen so dramatically.
- Addresses safety concerns for travelers who cannot meet the per diem meal cap without leaving the immediate area.
- Meets faculty and staff requests for a more reasonable amount for meals when traveling.

2. Numerous revisions are proposed to update references to citations from the Iowa Code and Iowa Administrative Code.

Proposed Revision:

Chapter 7 Section F.4

c. Meals would be reimbursed based on actual and reasonable costs. ~~using the following maximum guidelines:~~ **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.**

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 6.00	\$ 8.00
Lunch	9.00	12.00
Dinner	<u>16.00</u>	<u>20.00</u>
	\$31.00	\$40.00

a. d. The individual amounts for each meal would apply only in the case of persons

being in travel status **mode** for partial days. Otherwise, the total amounts for each day would apply, thus allowing some discretion in adjusting meal allowances within the day. **In the case of a partial day, meal allowance will be distributed:**

Breakfast	20%
Lunch	30%
Dinner	50%

b. e. Exceptions to these meal standards...

e. f. Lodging reimbursement...