

**NORTHERN MICHIGAN REGIONAL ENTITY  
ADMINISTRATIVE MANUAL**

**POLICY NAME:** PER DIEM RATES POLICY  
**CHAPTER:** TWO - GOVERNANCE  
**POLICY#:** 02-01-006  
**EFFECTIVE DATE:** January 1, 2014

**PURPOSE**

To establish per diem rates for Board members and consumers invited to attend committee and other meetings.

**APPLICATION**

Northern Michigan Regional Entity (NMRE) Board of Directors, direct and leased staff, and individuals served acting as members of NMRE committees.

**POLICY**

The per diem rate for Board members is \$40.00 per meeting lasting four hours or less, inclusive of travel; \$75.00 per meeting lasting more than four hours inclusive of travel; and \$75.00 per full day event. Only one per diem is paid per day, based upon the length of the meeting. Board members are also reimbursed at the Federal rate.

The per diem rate for consumers invited to attend various committee and other meetings upon request is \$40.00 per meeting, however, only one per diem is paid per day. Consumers are also reimbursed at the same mileage rate as staff is paid.

**REFERENCE**

IRS 2014 Standard Mileage Rates <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>

REVISED: **February 19, 2014;**  
**December 23, 2015**

REVIEWED:

APPROVED: **June 19, 2013**

*Signed copy is on file with NMRE*

\_\_\_\_\_  
Dave Schneider  
Northern Michigan Regional Entity Chief Executive Officer

\_\_\_\_\_  
Date

*Signed copy is on file with NMRE*

\_\_\_\_\_  
Joe Stone  
Northern Michigan Regional Entity Board Chair

\_\_\_\_\_  
Date