

Increase in Per Diem and Allowance for Travel on Assignment

BOARD OF TRUSTEES RESOLUTION  
(Board of Trustees meeting, March 9, 1986)

1. To fix the per diem rate at which College personnel can be reimbursed while travelling on official business.
2. To establish meal allowance rates for same-day travel or travel undertaken during a portion of a day.
3. To provide for a supplemental subsistence allowance to cover the costs of hotel accommodations in excess of the rate normally allowed.

WHEREAS, the current per diem rate for travel of \$60 has been in effect since 1979 and, by reason of inflation, is no longer adequate to cover reasonable costs of meals and lodging; and

WHEREAS, the current meal allowance for same-day travel or for travel done within a portion of a day is as follows:

Breakfast .....	\$3.00
Lunch .....	\$4.00
Dinner .....	\$8.00

WHEREAS, members of the Governor's cabinet and other authorized personnel within the Government of the Virgin Islands receive reimbursement for actual travel expenses; and

WHEREAS, off-island travel policies for the Government provide \$60.00 for hotel expenses plus a \$25.00 subsistence allowance for a total per diem of \$85.00; and

WHEREAS, it has become a personal financial burden for officials of the College to travel to conduct the official business of the institution; and

WHEREAS, it is necessary to make reasonable and adequate provisions for authorized employees to travel outside the Virgin Islands to conduct external affairs and to promote and protect interests vital to the institution.

NOW THEREFORE BE IT RESOLVED--Section 1. That the reasonable accommodation costs of the following officers and officials of the College shall be reimbursed in full upon the presentation of proper documentation when they are authorized to travel on official College business.

- Members of the Board of Trustees
- The President
- All Vice-Presidents and heads of Major Components
- The Development Officer

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Section 2. That a per diem rate of \$85, to include provision for lodging and meals, shall be paid to other College personnel for authorized travel to conduct the official business of the College.

Section 3. That the meal allowance per day shall be \$25.00 prorated as follows for same-day travel or travel within a day:

Breakfast .....	\$5.00
Lunch .....	\$8.00
Dinner .....	\$12.00

Section 4. That the President, at his discretion, is authorized to grant a supplemental subsistence allowance of up to \$15.00 per day to include the costs of hotel accommodations in cases where the prevailing daily rate for lodging within a reasonable travel distance from one's destination point is in excess of \$60.00.

Section 5. That the President and Vice-President for Business and Financial Affairs are authorized to develop and implement appropriate guidelines and procedures for the administration of the policies set forth above.

The undersigned does hereby certify that the foregoing is a true and exact copy of a resolution of the Board of Trustees of the College of the Virgin Islands adopted at its meeting on March 9, 1986, as recorded in the Minutes of said meeting:

9 Mar 86  
Date

*Arthur P. ...*  
Secretary to the Board