

Watershed Agricultural Council - General Director Reimbursement

Each director of the WAC, except for the Commissioner of the NYC Department of Environmental Protection or his/her designee, shall be entitled to reimbursement for:

- attending the monthly full Council business meeting and Directors Only Meeting at the rate of \$125.00 per meeting.
- attending each regularly and specially scheduled Committee meeting or other meetings called by the Chair or the Executive Director at the per diem rate of \$100.00.

The Chair of each Committee shall also be entitled to an additional \$25.00 for each meeting (total of \$125.00).

Each elected Officer of the WAC shall be entitled to an additional annual stipend of \$7,500.00 each for the Chair and Treasurer, and \$2,500.00 each for the Vice-Chair and Secretary.

Directors may be paid for special projects outside the Council or Committee structure as assigned by the WAC Chair or Executive Director in advance at an hourly rate of \$25.00. Out-of-pocket expenses, including mileage, shall be reimbursed when traveling or conducting business as a representative of the Council. For the purposes of Fund Development meetings, events, and functions, Council Directors will volunteer their time for which there will be no reimbursement. Associated expenses may be reimbursed.

Guidelines

1. Payment will be made in accordance with the WAC Director Reimbursement SOP.
2. The rate for mileage shall be set in accordance with federally approved guidelines.
3. Any postage expenses incurred outside the WAC office shall be pre-approved by the Executive Director.
4. Reimbursements for meals and lodging for pre-approved trips shall be made with receipts only.
5. The cost of telephone calls using personal phones will be reimbursed with receipts only.
6. Payments for travel assignments shall be pre-approved by the WAC Chair and NYC DEP when applicable.
7. Meeting per diem payments include the preparation, review of meeting materials and attendance at the meeting.
8. Any clarification of how to apply this Policy shall be referred to the Governance Committee.

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1st Reading as Amended: October 27, 1998
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