

### C. PER DIEMS

The Board of Commissioners shall be paid a per diem of \$150.00 per day for conducting the business of the Commission. The total per diem payments may not exceed \$900 per month beginning in the month of August 15, 2009. (Only paid for 6 per diems a month; only 1 per diem paid per day.

In order to better define the “business of the Commission”, the following guidelines are provided. These are not all inclusive. Management will seek advice from Commission President and legal counsel when there is uncertainty as to whether a per diem payment should be approved.

1. A per diem will be paid for attending Port Commission committee and regular meetings, signing official documents, checks, etc., meeting with management and employees, and inspecting Port facilities.
2. A per diem will be paid for conducting Port business with individuals doing business with the Port, such as tenants; landowners, customers, vendors, parties to Port contracts, etc. and potential tenants, customers, etc.
3. A per diem will be paid for attendance at meetings other than official Port Commission meetings where an employee or a Commissioner of the Port is speaking to the group or where the topics of discussion at the meeting are easily recognized as the business of the Port.
4. A per diem will be paid for attending a meeting or discussion with elected/appointed officials either in or out of the Port area, where the purpose of the meeting is to present information to the official or gain knowledge of actions that may impact Port activities.
5. Attendance at Employee Appreciation Day and Annual Safety & Service Award Banquet counts as valid per diem activity.
6. A per diem will not be paid for attending fundraisers for political candidates, for general political forums, or for social events sponsored by persons or entities doing business with the Port.
7. Tenant seafood boils or luncheons do not count as valid per diem activity unless information specific to port functions are presented.
8. If choose to participate in the reimbursement for phones “email/web” services – need to submit a copy of your phone bill each month that shows appropriate charge.
9. Mileage rate determined by the State’s vehicle travel rate.