

INCREASE IN PER DIEM

(Board of Trustees meeting, June 17-18, 1979)

The Board unanimously agreed to adopt the following proposal, dated April 6, 1979, presented by Dr. Paul Leary.

COLLEGE of the VIRGIN ISLANDS
APR 9 1979

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MEMORANDUMOffice of Vice President - Provost
April 6, 1979

TO: Dr. Arthur Richards, Acting President

FROM: Paul Leary, Dean of Instruction and Academic Affairs

SUBJECT: Travel Reimbursement *Paul M. Leary*

After lengthy discussions with Mr. Malcom Kirwan, I would like to recommend the following changes in reimbursement for travel.

In view of the increased costs involved in travel, and the obvious deficiencies of our present reimbursement levels, it is urgent that a change be made. It is unfair and counter-productive to ask College employees to carry out official college business at their own expense. The present policy is causing increasing resentment and must be altered

At the same time, I do not believe the annual faculty professional trip properly belongs in the "travel" category. It is basically a fringe benefit designed to enhance faculty development. There has never been any intention on the part of the College to provide complete reimbursement for such activities. I suggest, therefore, that we separate such travel from college travel in general, and approach it in an entirely different manner, as suggested below.

Authorized Travel

Effective, July 1, 1979, the reimbursement for authorized travel for College business should be as follows:

Round trip travel costs, tourist class
 Actual hotel expenses, including taxes and service charges,
 up to a maximum of \$45.00 per day
 A meal allowance of \$15.00 for a twenty-four hour period.
 Meals for travel involving less than twenty-four hours
 will be reimbursed as follows:

Breakfast	\$3.00
Lunch	4.00
Dinner	8.00

Receipts must be presented for the travel and hotel expenses only

Annual Faculty Professional Trip

This activity should be redesignated "Annual Faculty Professional Development Activity" and payment made for legitimate expenses up to an over-all ceiling figure. Redesignating this activity would broaden the type of travel authorized, such as visits with dissertation advisors, travel to research centers and universities, etc.; would eliminate the present confusion which results from categorizing this as "travel"; would make it clear that the College is not committed to complete reimbursement; would allow faculty members greater flexibility with respect to types of trips and allocation of available monies.

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Mr. Kirwan and I have arrived at a proposed ceiling figure of \$475.00 of allowable expenses. A differential should be maintained for faculty invited to present scholarly papers. In this case, the ceiling would be \$575.00 (approximately the present differential in such cases). The budgetary impact would be slight (only one or two such cases arise each year), but the important principle of encouraging scholarly activity would be maintained. The \$475.00 represents the sum total arrived at by adding the present limit on air fare (\$275.00), the maximum four days per diem at \$30.00 (\$120.00), an allocation for ground transportation (\$30.00) and for conference fees (\$50.00). Receipts must be presented in support of authorized expenditures -- travel (tourist class), ground transportation, meals, conference fees, and hotel costs. Before any final decision is announced, input should be received from the faculty. (I have already asked the Division heads to solicit faculty response, and for Dr. Fagan to confer with the Salary Committee. I will also discuss this proposal with the Faculty Development Committee, and possibly include it in our recommendations to the faculty.) While the final decision is that of the President, it is good practice to allow for such consultation.

If you approve of these recommendations, a decision should be announced as soon as feasible, with the July 1, 1979 effective date, and with both rates for authorized travel and the faculty professional trip included together.

cc: M. Kirwan