

**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 a per diem of \$75.00 for each regularly and specially scheduled Committee meeting or other meetings called by the Chair or the Executive Director. Directors attending the monthly full Council business meeting and Directors Only Meeting shall be reimbursed at the rate of \$100.00 per meeting. On an annual basis the Governance Committee with the approval of the Finance Committee may increase/decrease per diems based on committee format and length.

An hourly rate of \$25.00 per hour shall be paid for work or time put in outside the Council or Committee structure or for special assignments or travels as assigned by the WAC Chair in advance. 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. The hourly rate will be paid to members of the Executive Committee and other Committee chairpersons. Hourly payment to other directors shall be at the discretion of the Executive Director or WAC Chair.
2. The daily rate shall not exceed 8 hours for any given day.
3. The rate for mileage shall be set at in accordance with federally approved guidelines.
4. Any postage expenses incurred outside the WAC office shall be pre-approved by the Executive Director.
5. Reimbursements for meals and lodging for pre-approved trips shall be made with receipts.
6. Telephone calls will be reimbursed with receipts.
7. Payments for travel assignments shall be pre-approved by the WAC Chair.
8. The hourly rate will not apply to travel to and from regularly scheduled Council or committee meetings.

1st Reading: November 22, 1994
Approved: December 20, 1994
1st Reading as Amended: October 27, 1998
Approved: November 24, 1998
1st Reading as Amended: August 27, 2002
Approved: September 24, 2002
1st Reading as Amended: May 27, 2003
Approved: June 24, 2003

1st Reading as Amended: May 24, 2005
Approved: July 26, 2005
1st Reading as Amended: October 25, 2005
Approved: November 29, 2005
2nd Reading Amended and Approved: February 27, 2007
1st Reading as Amended: April 22, 2008
Approved: May 27, 2008
Amended and approved: December 20, 2010

9. Any needed clarification of how to apply this Policy shall be referred to the Governance Committee.

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