

NEWBERRY WATER & LIGHT BOARD POLICIES

PREFACE

The Newberry Water & Light Board adopts these Policies for the efficient, safe and economical management of its facilities and service of its customers. In this regard, it should be understood that the **Newberry Water & Light Board** is made up of its appointed members, Superintendent, Clerk, and individual employees. The **Newberry Water & Light Board** relies on the hard work and co-operation of all these individuals to provide good service at economical rates. These Policies are adopted in an effort to accomplish these objectives.

These Policies are not intended to provide for all contingent circumstances. The **Newberry Water & Light Board** reserves the right, as delegated to its employees, to make a final interpretation of these policies, keeping in mind the need to provide for consistent application.

It is also the **Newberry Water & Light Board's** belief that improvement is also possible. Customers, employees, management, and Board Members are encouraged to make suggestions that will improve these policies.

NEWBERRY WATER & LIGHT BOARD
POLICIES

10:00 CUSTOMER POLICIES:

11:00 GENERAL

11:01 WRITTEN AGREEMENT:

Any customer requesting service installations, connections or reconnection will be required to sign a written agreement with the Newberry Water & Light Board. Owner is responsible to notify of long term vacancy (ie: winter/summer residence) mailing address/contact information and/or any transference of ownership of property receiving services.

11:02 COPIES OF POLICIES:

All customers will be given access to a copy of the Board Policies upon request or when requesting service installation, connection, or reconnection.

11:03:A SECURITY DEPOSITS:

A security deposit determined annually by the Board shall be required for all Land Contract accounts.

11:03:B TENANTS:

All rental unit accounts will remain in the name of the property owner. The owner may add the renters name on the account for the express purpose of the mailing of the bills. The owner of the property will be responsible for payment of the bills.

11:04 EASEMENT:

The Newberry Water & Light Board will not begin work on a new electrical service or reconnect an existing service unless the customer has first executed a satisfactory easement on a form provided by the Newberry Water & Light Board.

11:05 LICENSED CONTRACTORS:

Whenever the Newberry Water & Light Board Policy requires work to be done by a licensed contractor, the Board has a right to:

1. Request proof of the contractor's license (electrical and plumbing).

2. Require the owner to make arrangements for the contractor to contact the Newberry Water & Light Board.
3. Require that work done by the electrical contractor be tagged or identified as to the contractor's license number.

11:06 **METER READING:**

Meter reading for billing purposes will be done during regular Water & Light business hours (7:00 A.M. to 3:30 P.M.). It will be the customer's responsibility to make arrangements for meter reading if they are not available during regular business hours.

11:07 **ACCESS TO METERS:**

All customers are required to provide access to the Newberry Water & Light Board for the periodic inspections of water and electrical meters.

All inspections will be made at the owners convenience, but customers are required to provide for inspection at least annually.

Non access to meter shall be subject to shut-off after 30 days and all fees applied relative to shut off expense.

12:00 METERS

12:01 **METER TESTING/FEES:**

The customer has the right, at any time, to have an electric meter tested, but will be required to pay the fee of \$20.00 per meter, in advance. In the event that the meter is tested and it is found to be in error, the electric meter replaced for a new one and the fee will be returned to the customer.

12:02 **METERS:**

Customer shall be responsible for any damage done to any Newberry Water & Light meter. Which fees shall be computed as the cost of a new meter and the reconnection fee, which must be paid prior to reconnection.

12:03 **WATER & LIGHT REPAIR AND MAINTENANCE:**

All meters installed for residential and commercial customers shall be the property of the Newberry Water & Light Board. All meters will be maintained, repaired and serviced at Newberry Water & Light Board expense, except as provided in Section 12:02 above.

13:00 **WATER**

13:01 **NEW WATER SERVICE:**

The Customer is required to request, in writing, installation of water service at least two (2) weeks in advance.

The Superintendent will schedule service installation with the customer. The date of installation will be dependent on the work schedule.

13:02 **WATER TURN –ON/TURN-OFF:**

The customer is required to give forty-eight (48) hours notice prior to any water turn-on or turn-off. The customer must be present at the time the water is turned on.

13:03 **WATER SERVICE/COPPER OR GALVANIZED:**

Water services shall be copper or galvanized. No lead shall be used in any water services nor any connection made to a water service containing lead.

13:04 **WATER SERVICE TO PROPERTY LINE:**

The Newberry Water & Light Board will provide water service to the customer's property line. In the event that this would result in a water service installation between an existing sidewalk and the street, the water service will be extended, by the Board, onto the customer's property line and past the existing sidewalk.

13:05 **LICENSED PLUMBER: HOMEOWNER:**

Water service installation must be made by a licensed plumber or by the homeowner with the appropriate State Plumbing Code permit.

13:06 **CROSS-CONNECT/STOP VALVE (ALL SERVICES):**

All water services shall:

1. Comply with the Cross-Connect provision of the Village of Newberry Ordinance.
2. Provide a Stop Valve within the customer's premise to allow repairs to be made on the premises. No new service shall be connected, nor any reconnection made without a Newberry Water & Light Board approved stop-valve. All meters shall be installed on the customer's side of the stop-valve.

13:07 **CURB STOP/BACKFLOW PREVENTER (NEW SERVICE):**

All new water services shall only:

1. Be installed with a curb stop.
2. Be installed after a licensed plumber has properly installed a back-flow preventer as required by the Newberry Village Ordinance and the installation has been verified by inspection by the Newberry Water & Light Board.

13:08 **DOUBLE LOTS:**

The Newberry Water & Light Board will provide one water service and meter for each contiguous parcel owned by the same persons. Additional water meters and services may be installed on contiguous parcel with one owner or owners, however, such installation shall be at the customer's expense.

13:09 **REPAIR TO WATER LINE:**

The Newberry Water & Light Board shall be responsible for repairs up to the owner's property line or to the curb stop, whichever is closest to the customer's structure.

13:10 **WATER SERVICE FREEZE-UP POLICY:**

Winter freeze-up is an unfortunate fact of life in the North. The Newberry Water & Light Board is responsible for thawing the mainline to the shut-off valve. The customer is responsible for thawing from the shut-off valve to the building.

Connecting improper equipment to home plumbing is extremely dangerous.

- A. The Newberry Water & Light Board may authorize thawing a customer's lines upon a signed release by the property owner or his legal representative.

- B. If the customer is serviced by a line where the shut-off valve is across the road from the customer's premises, the Newberry Water & Light Board will:
 - 1) Thaw the line.
 - 2) Authorize a "let run".
 - 3) Both.
- C. If the customer has demonstrated that the water service, up to the shut-off valve is subject to freeze-up, the Newberry Water & Light Board may authorize "Let run".

13:11 SUMMER WATERING PROGRAM:

It shall be the Policy of the Newberry Water & Light Board to encourage residents to water their lawn for the beautification of the Newberry area. The Summer Watering Program is designed to eliminate sewage charge for the water used on lawns and gardens.

Eligibility for the Summer Watering Program shall be entitled to a sewer charge credit as follows:

- 1. The customer must apply for watering credit on or before June 1, of each year.
- 2. The customer's account must be paid in full as of the date of application and must be paid on or before the 10th of each month thereafter.
- 3. Commercial and residential customers may make application for the program.

Participants in the Summer Watering Program shall be entitled to a sewer charge credit as follows:

- 1. The customer will receive a credit for actual water consumption for the sewer used in the months of May, June, July and August of each year.
- 2. The sewer charge credit shall be based on the difference from the April water usage, by the customer, and the water usage for May, June, July and August. The customer will receive a credit toward the sewer charge for the increase over the April usage.
- 3. If no record is established for the April usage, a flat 5000 gallons per month will be used as a base.
- 4. The sewer charge credit will be calculated on the October billing and applied to the October bill.

The Water & Light Board will give notification of the Summer Water Program by publishing notice in the Newberry News in May of each year. The clerk may also utilize public service announcements through the radio or other media to advertise the program. A copy of the Policy will be provided to anyone inquiring about the Summer Watering Program.

13:12 **BULK WATER USE:**

Contractors for the Village, Newberry Water & Light Board, or other bulk water users, shall contact the Superintendent prior to connecting to any portion of the water system. The Superintendent must approve the place, method, and the manner of any connection.
(Adopted 5/7/91)

14:00 **ELECTRICAL**

14:01 **ELECTRICAL CONNECTIONS:**

Electrical turn-on shall be made at the convenience of the department on regular business days. Special non-emergency arrangements can be made if approved by the Superintendent to reconnect or to install a service at a time convenient to the customer, however, the turn-on fee under those conditions will be charged for time and materials.

14:02 **LOCATION OF ELECTRICAL SERVICES:**

1. Electrical service metering will be located outside of any dwelling or structure.
2. Any electrical meters located inside a dwelling or structure will be relocated outside a dwelling or structure, any time an electrical service is updated or reconnected and shall comply with the specifications in the National Electrical Code.
3. Electrical meters shall be located that it is easily accessible for reading and repair.
4. The relocation of services from inside a dwelling or structure to the outside of a dwelling or structure shall be the customer's responsibility and shall be done by a licensed electrician or the homeowner. The relocation shall be inspected by the State Electrical Inspector.

14:03 **NEW SERVICES INSPECTED:**

New electrical services shall be inspected by the State Electrical Inspector and appropriately tagged prior to installation of a meter.

14:04 **MOBILE HOMES/POLE MOUNTED SERVICE:**

Meters will be installed on poles for electrical services to Mobile Homes as defined by Michigan Statute. (No other pole installations will be made.)

15:00 **COMMERCIAL (ELECTRICAL):**

15:01 **COMMERCIAL ELECTRICAL METERING AND LINE EXTENSION:**

The (new service) commercial customer shall be responsible for the cost of electrical meters, the cost of line extension, and a 10% handling fee for metering and extension.

15:02 **COMMERCIAL METERS/TYPES:**

Commercial meters shall be single phase, poly-phase, or poly-phase demand meters as determined by the Newberry Water & Light Board. The Newberry Water & Light Board shall provide a residential single-phase meter at the Board's expense, if the Board determines that the application is appropriate.

15:03 **COMMERCIAL ACCOUNTS DEPOSIT:**

Commercial accounts will be required to deposit a sum of \$250.00

15:04 **COMMERCIAL WATER SERVICE:**

Water service for commercial installation will be installed only on premises where the work is performed by a licensed plumbing contractor and with the appropriate State permits and approvals.

16:00 **FEES:**

16:01 **ELECTRICAL/FEES:**

HOOK-UPS:

Fees for new electrical services shall be as follows:

1. Residential above ground: Plugging in meter only; \$50.00 for the first hour – over hour will be charged time and material.
2. Residential underground: \$50.00 within 150' – over 150' will be charged time and material.

The residential customer shall be responsible to supply a riser, meeting National Electrical Code specifications.

16:02 **TURN ONS, SERVICE (WITH ESTABLISHED SERVICES):**

Turn-on services shall be as follows:

Electrical, Water or both \$25.00

16:10 **WATER FEES**

16:11 **VILLAGE OF NEWBERRY/WATER:**

The water service installation fee, for service located entirely within the Village of Newberry shall be \$250.00 plus time and material, measured from the existing water main to the customer's property line.

16:12 **OUTSIDE VILLAGE OF NEWBERRY/WATER:**

Water service installation fees, outside the Village of Newberry, shall be \$250.00 plus time and material measured from the existing water main to the customer's property line.

16:20 **LINE EXTENSION:**

Fees for line extension shall be as follows:

1. Above ground line extensions of over 150 feet from existing distribution systems shall be on a time and material basis. The applicants will be given an estimate of the costs with a final billing after construction.
2. Underground (URD) primary or secondary lines longer than 150 feet from existing distribution systems shall be on a time and material basis. The applicant will be given an estimate of the costs with a final billing after construction.
3. Construction shall not begin until the easement requirement of Section 11:04 has been completed.

16:21 **PAYING IN ADVANCE:**

All fees or estimates set forth above shall be paid in advance.

16:22 **NEWBERRY WATER & LIGHT PROPERTY:**

All services, and lines extensions, including any equipment such as transformers, poles, and meters, shall remain the property of the Newberry Water & Light Board.

20:00 **POLICIES WITH REGARD TO EMPLOYEES:**

21:00 **SAFETY MANUAL:**

The Safety Manual is designed to protect the life and health of the employees of the Newberry Water & Light Board. All employees and management personnel are to familiarize themselves with all aspects of the Safety Manual. Employees who violate the safety rules may be subject to disciplinary action. In the event that there is any uncertainty as to the provision made in the Safety Manual, employees should discuss this with the Superintendent. Employees are encouraged to make suggestions for improving the Safety Manual.

Management will participate in the process of updating the Safety Manual and will also make suggestions from time to time.

1. The Superintendent will maintain a listing of all vehicles and major equipment in the Newberry Water & Light Board inventory.
2. This listing of vehicles will provide manufacturers' specifications, design load limits, and a description of designated purposes for each vehicle or piece of equipment.
3. The Superintendent will also maintain a record of all maintenance for equipment.
4. All Newberry Water & Light Board personnel are to make themselves fully aware of the manufacturers specifications, design load limit and designated purpose of the vehicle or equipment prior to its use.
5. All employees shall have a right to inspect these records at any time and to inspect the maintenance records.
6. No Water & Light Board employee shall be required to operate any piece of equipment that has not been properly maintained.
7. No Water & Light Board employee shall operate any piece of equipment and/or vehicle in violation to any provision of this Safety Manual.
8. All existing new employees will be given a copy of the Safety Manual and will sign an acknowledgment of receipt and review for the employee file.

22:00 **TRUCK SAFETY**

22:01 **AERIAL LIFT MAINTENANCE AND USE:**

1. Truck and apparatus shall be maintained according to Manufacturer's specifications.
2. Records shall be kept of all maintenance.

3. Trucks shall be maintained by Qualified Personnel.
4. Factory designed load limits shall be observed.
5. Trucks shall not be used for anything other than designated purposes.
6. Use in the area of energized conductors shall require proper grounding.
7. Trucks and apparatus will not be used on energized circuits exceeding recommended parameters.
8. Lanyards or other fall devices designed for bucket trucks shall be used at all times.
9. Truck apparatus shall be tested for dielectric and load stress at least once every calendar year. All discrepancies shall be corrected immediately.
10. Climbing out of the bucket is prohibited at all times while aloft.
11. Trucks shall not be moved without boom and bucket cradled and secured.
12. Trucks shall not be moved with personnel in the bucket over 300'

22:02 **DIGGER DERRICK MAINTENANCE AND USE:**

1. Digger Derricks shall be maintained according to Manufacturers' specifications.
2. Records shall be kept on all maintenance.
3. Digger Derricks shall be maintained by Qualified Personnel.
4. Factory designed load limits shall be observed.
5. Digger Derricks shall not be used for anything other than the designed purpose.
6. Use in area of energized conductors shall require proper grounding.
7. Digger Derricks will not be used on energized circuits exceeding recommended parameters.
8. Operator shall know all hand signals pertinent to safe operation.
9. Digger Derricks shall be tested for load stress at least once every calendar year. All discrepancies shall be corrected immediately.
10. Augers shall be secured prior to the boom being cradled.
11. Digger Derricks shall not be moved without the boom being cradled and secured.

22:03 **PICK-UP TRUCKS:**

1. Pick-up trucks shall be maintained according to manufacturer's specifications.
2. Records shall be kept of all maintenance.
3. Pick-up trucks shall be maintained by Qualified Personnel.
4. Operators shall have a valid drivers license.

22:04 **BACKHOE/END LOADER:**

1. Equipment shall be maintained according to Manufacturer's specifications.
2. Records shall be kept of all maintenance.
3. Equipment shall be maintained by Qualified Personnel.
4. Equipment's use shall only be for what it is designed.
5. Operator shall be familiar with and trained in equipment operation.
6. Buckets shall be left in a raised position while the operator is away from the controls.
7. Operator shall be familiar with all appropriate hand signals.

23:00 **JOB SITE SAFETY:**

23:01: Safety cones and barricades shall be placed on the job site in accordance with the Police and/or Sheriff's Department requirements in a manner to protect the Public Safety.

23:02: Traffic flow, whether Pedestrian or vehicular shall be maintained or property diverted.

23:03: Unauthorized personnel shall not be permitted on the immediate job site.

23:04: Proper flagging procedures shall be used in traffic.

24:00 **JOB SAFETY-ELECTRICAL**

24:01 **PERSONAL AND PROTECTIVE EQUIPMENT**

1. Personal climbing equipment shall be inspected by the user before each use. (Climbers, belt, leather gloves, hardhat, safety glasses, hand tools, etc.)
2. Rubber gloves and sleeves shall be worn while within reaching or falling distance of energized primary conductors or setting – pulling poles in the vicinity of conductors where electrical shock hazard exists.
3. Rubber gloves and sleeves shall be inspected by the user before each use.
4. Rubber gloves and sleeves shall be changed and tested quarterly.
5. Records shall be kept of testing of rubber protective equipment. Rejects shall be discarded.
6. Rubber protective equipment shall be inspected before each use. (Blankets, hose, pinhoods, etc.)
7. All rubber protective equipment shall be cleaned periodically.

24:02 **ELECTRICAL SAFETY PRACTICES:**

1. Two (2) qualified personnel shall be required to work within the primary zone at all times.
2. Rubber protective equipment shall be installed as required.
3. A tailboard discussion shall be held by crew prior to the beginning of each job.
4. All stringing equipment shall be properly grounded when stringing wire around energized conductors.
5. Appropriate switch gear shall be tagged prior to work on energized conductors.
6. Two (2) qualified personnel shall be required for an electrical call-out.
7. All other safety rules from the “Department of Labor General Industry Safety Standards” Part 16, Part 33 and Part 58 shall be strictly adhered to at all times.

25:00 **JOB SAFETY-WATER DISTRIBUTION:**

25:01

All water distribution system operators shall obtain the appropriate “S” license with the Michigan Department of Public Health.

25:02

Personal safety equipment shall be worn by all workers. (Hard hat, gloves, safety glasses, boots, peda-tarsul protectors.)

25:03

Steel toed shoes and safety glasses shall be worn while operating a pneumatic hammer.

26:00 EMERGENCY PROCEDURES

26:01 PERSONNEL ASSIGNMENTS:

1. Coordinator.....Superintendent
2. Radio.....Office Personnel
3. Phones.....Office Personnel
4. Materials.....Superintendent
5. Public Relations.....Village Manager/Office Personnel
6. Field Assignments (as needed).....W&L Board
Council Members
Fire Dept. Members
7. Generation.....Mechanic/Generator Operator
8. Food, Fuel, Supplies.....Office Personnel
9. Plant Security.....Mechanic/Generator Operator
Police Department
Fire Dept. Members
10. Employee Status – Family Notification.....Office Personnel

(In cases where injury is involved or its potential, families should be notified as soon as possible to avoid any miscommunication, see attached)

26:02 **PERSONNEL ASSIGNMENTS – OTHER:**

1. Contractors.....Cloverland Electric Co-op.....906-635-6800
Klaty's PH&E.....293-3136
Davis Tree Service.....293-3858
Price Construction.....293-5981
SEMCOEnergy.....888-427-1427

26:03 **SPECIAL EQUIPMENT AND SUPPLIES:**

1. Emergency Storm Box
2. Electric and Water

26:04 **CALL OUT PROCEDURE – LARGE OUTAGE OR OTHER MAJOR PROBLEM:**

1. Initial Contact Person – Superintendent, he will call:
 - a. Village Manager
 - b. Office Personnel
 - c. Chairman of the Board
 - d. Others, as needed.

26:05 **EMPLOYEES RESPONSIBILITIES:**

1. Overall Supervision – Village Manager
2. Field Supervision – Superintendent
3. Radio Communications – Office Personnel
Responsibility: Radio communications is to keep current check on all units and their locations. This person will need to get periodic progress reports.
4. Telephone Answering – Office Personnel
Responsibility: Answer phones. Take any extra phones off the hook until all phones can be manned.

Record the following information:

- a) Name
- b) Location
- c) Phone Number
- d) Time Problem Occurred
- e) Any Medical or Special Problems

Information to give the customers

- a) Status of the problem
- b) Tell customers to listen to the radio station for the latest information

26:06 **NEWS MEDIA:**

1. Handled by Village Manager or his designated representative only.

26:07 **RADIO STATIONS:**

1. WNBY – 293-3221
2. EAGLE RADIO – 293-1400

26:08 **OTHER NEWS MEDIA:**

1. Newspapers
2. Television

26:09 **MATERIAL CONTROL:**

1. Keep Emergency Trouble Boxes equipped and ready to go at all times.

26:10 **CLEARANCE EXTRA HELP:**

Secure Clearances for extra help before they are needed. Be prepared to pay the union scale of wages.

26:11 **RESTAURANTS:**

Secure from area restaurants available to feed the crew after hours.

1. Timber Charlies – 293-3363
2. Zellar's – 293-5114
3. McDonalds – 293-3992
4. Pickelman's – 293-3777

26:12 **FUEL:**

Fuel – Secure places to fuel the vehicles after hours.

1. Pickelman's Petrol – 293-5514; 5 am till 12 Midnight
2. Holiday – 293-8031 (24 hours)
3. Hilltop Shell – 293-8614; 6 am – 9 pm, M-F and 7am – 9 pm, S&S
4. Sunoco – 293-3564; 5 am – 10 pm

Note: Current Emergency Phone Listing attached. Also Contents of Storm Box attached to policies.

27:00 **DEFINITION OF TERMS:**

Terms used in this Safety Manual shall be given the definition as provided by the Michigan Department of Labor set forth in the most recently adopted safety standards.

30:00 **Reserved for Rate Chart**

40:00 COLLECTIONS

40:01 **BILLS PAYABLE:**

Bills are payable without penalty on or before the 15th day of the month. Bills are considered paid upon receipt by an authorized collection agent or the Newberry Water & Light Board.

40:02 **INTEREST:**

The customer who has an unpaid balance at the time of the next billing will be charged interest at the rate of 5% per month on the unpaid balance.

40:03 **DISCONNECT NOTICE:**

Customers who have an unpaid balance after the 15th of the month due date shall receive a reminder notice which will be mailed via first class to the customer instructing them that the delinquent portion of the bill must be paid by month's end. If the account is still not paid by the end of the month, then a disconnect notice will be hand delivered to the customer's premises giving them 10 days to pay the delinquent portion of the bill or services will be shut off for nonpayment.

40:04 **DISCONNECT:**

Customers who have an unpaid balance for ten (10) days after receiving a disconnect notice shall be disconnected.

40:10 **COLLECTION OF DELINQUENT ACCOUNTS:**

Necessary steps will be taken to collect delinquent accounts. Customer's accounts with an unpaid balance for two (2) months shall be referred to the Water& Light Board Attorney for:

- a) Tax certification, and/or
- b) Civil collection, and/or
- c) Other legal action.

Nothing in these policies shall prohibit the Newberry Water & Light from making collection efforts as it shall deem appropriate, including but not limited to, denying service.

40:15 **NONSUFFICIENT FUNDS CHECKS:**

Any check returned by the bank for nonsufficient funds (NSF) will be assessed a \$35.00 NSF charge. If presented with three (3) NSF checks within 1 rolling year, then the customer must pay with cash, money order, cashier's check or credit card for the next 12 months.

40:20 **RECONNECTION OF CUSTOMER DISCONNECTED FOR NON-PAYMENT:**

No service shall be supplied to a customer disconnected for non-payment unless the customer:

- a) Pays all current and past due amounts, and,
- b) Pays a reconnection fee of \$75.00 plus any actual cost of time and materials (non-business hours.)

Section 40:80 Adopted 2/6/1990

Section 40:80 Changed to Section 40:20 11/1996

Section 40:20 changed 5/2016

50:00

50:01 **ESTABLISHMENT OF PER DIEM RATES:**

It is standard procedure to authorize, to the extent allowable, a per diem allowance which will reimburse the traveler for reasonable subsistence expenses incurred as a result of official travel.

It is the duty of each traveler to exercise sound and reasonable judgment in the conduct of official travel. Personal and official travel must not be commingled in such a manner as to increase allowable expenses or otherwise affect adversely the interest of the Newberry Water & Light Board.

50:02 **MODES OF TRAVEL:**

In selecting a particular method of transportation, consideration shall be given to the total cost of the Newberry Water & Light Board which will result, including per diem, overtime, lost work, and actual transportation costs.

1. Employees and others rendering services to the Village of Newberry may be authorized transportation by railroad, airline, taxi, bus, privately owned vehicle, rental automobiles, and other necessary means of conveyance.
2. Common carrier is considered the usual means of transportation, and will be used in absence of suitable determination that uses of Newberry Water & Light Board-owned or privately owned vehicle is advantageous to the Newberry Water & Light Board.

3. Different modes of transportation may be used when no excess cost is involved, or if there is official justification for such mixed travel.

50:03 **AUTOMOBILE:**

If an employee or official uses his/her personal car in the conduct of the business affairs of the Newberry Water & Light Board, he/she shall be reimbursed at the rate based on the Federal Standard per mile. Travel must be performed by the most direct and usually traveled routes. Travel by other routes may be allowed only when official necessity has been suitably explained. Travel by indirect routes, unauthorized stop-overs, or detention in route for personal convenience will be at the traveler's personal expense. Actual odometer readings should be noted whenever possible. If such readings are not available for whatever reason, the claim will be based on State Official Map mileage for point-to-point travel.

50:04 **LODGING:**

The actual cost of lodging expense will be allowed. Receipts must be submitted with the expense voucher.

50:05 **MEALS:**

The per diem rate for meals and miscellaneous expenses shall not exceed \$28.75 per calendar day, and is based upon the following approximate distribution:

Breakfast	\$ 5.00
Lunch	\$ 6.00
Dinner	\$ 12.75
Miscellaneous	\$ 5.00
TOTAL	\$ 28.75

The maximum allowable per diem rate is based on a complete day in travel status and for continuous travel of more than twenty-four (24) hours. The calendar day (midnight to midnight) is the unit used for computing per diem allowances. A pro rata amount per quarter day for partial days shall be paid.

Appropriate reduction shall be made for meals furnished as part of the cost of registration.

Receipts must be submitted with the expense voucher.