

KENTUCKY PUBLIC PENSIONS AUTHORITY PER DIEM AND REIMBURSEMENT POLICY

Approval Date: April 28, 2021

Section 1: Scope

- A. This policy is enacted pursuant to Kentucky Revised Statutes (“KRS”) 61.505, which provides that the Kentucky Public Pensions Authority (“Authority”) is permitted to adopt procedures necessary to conduct the business of the Authority as needed. As well, this policy is enacted consistent with the Bylaws of the Authority, which provide for reimbursement of the Authority Members in their official duties for the Authority.
- B. Pursuant to KRS 61.505(6), Authority Members who do not otherwise receive a salary from the State Treasury shall receive a per diem of \$80 for each day they are in session or on official duty, and shall be reimbursed for their actual and necessary expenses in accordance with state administrative regulations and standards, except that the Members shall not receive a per diem or receive reimbursements on the same day they receive a per diem or reimbursements for service to the Kentucky Retirement Systems board of trustees or County Employees Retirement Systems board of trustees.
- C. All payments of per diem and/or reimbursement under this policy shall be made consistent with the Model Procurement Code as set forth in KRS Chapter 45A, 200 KAR 2:006, and the Executive Branch Code of Ethics as set forth in KRS Chapter 11A.
- D. In every event, Authority Members shall endeavor to conduct the official affairs of the Authority in such a manner as to minimize the cost of providing efficient guidance and administration of the funds entrusted to the Authority.
- E. Nothing in this Policy shall be interpreted so as to prohibit or discourage Authority Members from attending all official functions of the Authority or its Committees, or legislative or other functions, which such Authority Members wishes to attend at his or her own expense.

Section 2: Official Duty

- A. “In Session” shall include the following:
 - (1) Meetings of the full Authority;
 - (2) Meetings of Committees of which the Authority Member is assigned or is an alternate (if needed to make a quorum); and
- B. “Official Duty” shall include the following:
 - (1) Preparation for Authority or Committee meetings;

- (2) New Authority Member Orientation at the Kentucky Public Pensions Authority office building in Frankfort;
 - (3) Self-selected training and training seminars in an amount not to exceed the training requirements in the Authority Education Policy;
 - (4) Sessions of the General Assembly, the Legislative Research Commission, or another legislative subcommittee at the invitation of the Legislature, or a Legislator limited to the Chair or Vice Chair only.
- C. The following are not considered to be “in session” or “on official duty” in order to permit the Authority Member to seek a per diem reimbursement, unless specific permission is given by the Chair and the Executive Director or designee:
- (1) Group or Association meetings;
 - (2) Membership meetings;
 - (3) Other constituent meetings; and
 - (4) When requested to appear by a court or other government entity.
- D. Authority members attending functions as described in Section 2, subsection (C) above shall only be considered to be on official duty when attendance is at the written request, invitation or permission of the Chair and the Executive Director or designee. Approval will only be granted for a reasonable number of these functions per year.
- E. If the Chair requests authorization for functions as provided under Section 2, subsections (C) and (D) above, the Vice Chair shall approve such requests.

Section 3: Authorization

- A. Prior to attending a non-Authority and/or non-State (e.g. industry conference) function, an Authority Member shall obtain authorization to be reimbursed for attending such a function on official business of the Authority by the Executive Director or designee.
- B. Authorization shall be obtained through written or e-mailed communication, and should contain the following information:
- (1) Name of Authority Member requesting authorization;
 - (2) Purpose of the function;
 - (3) Vicinity and length of time of travel;
 - (4) Estimated cost of travel;
 - (5) Signature of person requesting authorization; and
 - (6) Signature of Executive Director or designee.
- C. Attendance at full Authority meetings or Committee meetings to which the Authority Member is assigned requires no separate authorization.

Section 4: Preparation for Meetings

- A. Preparation for a meeting of the Authority or a Committee of the Authority shall include time spent reviewing written and/or video transcripts of formal administrative hearings or the records, exhibits, documents and memoranda

provided to Members by the Authority prior to each Authority or Committee meeting.

- B. Authority Members shall be compensated for preparation for a meeting of the Authority or a Committee of the Authority as provided under Section 4, subsection (A), at an hourly rate equal to the per diem divided by seven and one-half (7 ½) hours. Each member of the Authority or Committee shall report the number of hours spent in preparation on the Preparation Reimbursement Form provided by the Authority.
- C. The Executive Director or designee shall review all Preparation and Reimbursement Forms and approve all hours for payment as deemed appropriate for the required task.

Section 5: Reimbursement

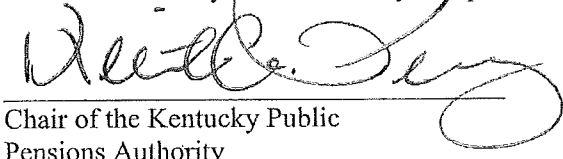
- A. Following the function, all travel expenses should be timely claimed on a Commonwealth of Kentucky Finance and Administration Cabinet Travel Voucher form. In no event shall an Authority Member be reimbursed by the Authority for any expenses also claimed reimbursable from another state agency.
- B. Actual and necessary travel expenses shall be paid in accordance with 200 KAR 2:006.
- C. Twice a month, the Executive Director or designee shall prepare the Per Diem Compensation Schedule and approve such payments.
- D. Reimbursement will be made only for individuals who are doing business on behalf of the Systems.
- E. All reimbursement under this Section must be made consistent with the requirements of the Executive Branch Code of Ethics, KRS Chapter 11A. Please refer to the Executive Branch Ethics Commission web site for more information at: <http://ethics.ky.gov/>.

Section 6: Forms

- A. The following forms are attached and are incorporated by reference.
 - (1) Preparation Reimbursement Form - General
 - (2) Preparation Reimbursement Form – DAC/AAC
 - (3) Commonwealth of Kentucky Finance and Administration Cabinet Travel Voucher form
 - (4) All forms incorporated by reference in 200 KAR 2:006
 - (5) Per Diem Compensation Schedule
- B. These forms may be updated and amended as necessary without effect to this Policy.

Section 7: Certification

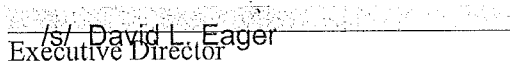
We, the Chair of the Kentucky Public Pensions Authority, and the Executive Director of the Kentucky Public Pensions Authority, do hereby certify that this Per Diem and Reimbursement Policy was amended and made effective by the Kentucky Public Pensions Authority on the 28th day of April, 2021.



Chair of the Kentucky Public
Pensions Authority

10/4/21

Date



/s/ David L. Eager
Executive Director
Kentucky Public Pensions Authority

10/4/21

Date