



## **TRAVEL/EXPENSE REIMBURSEMENT POLICY**

Private foundations are permitted under the law to pay for or reimburse customary and necessary expenses incurred in carrying out their activities. Therefore, Delaplaine Foundation, Inc. shall cover the costs of necessary and pre-approved Foundation-related expenses, including travel by Trustees or Junior Board members.

When possible, valid Foundation expenses will be paid in advance by submitting a request, invoice or registration form for approval and process of payment through the Foundation's accounts payable. However, if the Trustee or Junior Board member chooses to pay out-of-pocket, in order to be reimbursed, the individual must provide proof of payment by submitting a receipt(s) for approved expenses.

Types of travel and expenses that are covered under this policy include:

- Travel for attending Board meetings, site visits, pre-approved conferences or other learning venues for the Foundation's benefit. Such travel includes airfare in a cost-effective manner for the Trustee or Junior Board member and does not include spouses, dependents or others. The law requires that these expenses not be "lavish or extravagant."
- Transportation (not including first-class travel), lodging and meals for conferences, meetings, or events related to the Foundation's work.
- This policy shall be adhered to by anyone traveling or incurring expenses on behalf of Delaplaine Foundation, Inc.