



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Reimbursement for Expenses for Trustees and Members

SOURCE: The Nord Family Foundation

[For more information, please go to: <http://www.nordff.org/>]

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REIMBURSEMENT FOR EXPENSES FOR TRUSTEES AND MEMBERS NORD FAMILY FOUNDATION

Travel and other expenses incurred by trustees and members in activities on behalf of the Foundation will be reimbursed. If trustees and members extend travel stays over Saturday evenings to accommodate current airfare arrangements, the Foundation will cover necessary and reasonable hotel and per diem expenses, including meals and car rental, up to the amount of the savings when compared with weekday airfares that do not include Saturdays.

When travel and accommodation arrangements are made by trustees or members rather than the Foundation Office Manager, receipts should be submitted with an expense report (see sample "Expense Report" following) for reimbursement. In all travel arrangements, every effort should be made to secure the most economical fares. Any expense (meals, ground transportation, etc.) over \$25.00 should be submitted with a receipt.

When trustees and members are away from home on Foundation business, one personal telephone call per day to home will be reimbursed. In situations such as family illness, more than one call will be reimbursed. Telephone calls should be included on the expense report and include reasons for any calls beyond the allowed number.