



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

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

TITLE: Reimbursement for Attendance at Conferences by Trustees and Members

SOURCE: The Nord Family Foundation

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

COPYRIGHT: Copyright 2003, National Center for Family Philanthropy, www.ncfp.org.

Permission is given for personal use only, including sharing with board members and staff of your organization. Neither you or other individuals affiliated with your organization may copy, share, or adapt this sample without permission from the National Center for Family Philanthropy for use with individuals or organizations that are not affiliated with the National Center's *Family Giving Online* partners program.

PROPOSED CONFERENCE ATTENDANCE POLICY FOR TRUSTEES AND MEMBERS NORD FAMILY FOUNDATION

TRUSTEES

It is the policy of The Nord Family Foundation to reimburse Trustees for attendance at no more than two foundation-related conferences each year. Reimbursement will be made for conference registration, second-class air travel or auto mileage, ground transportation, parking, single occupancy hotel accommodations, and expense incurred for meals, which are not a part of the conference registration. Conference registration and hotel arrangements should be made prior to the registration deadline date through the Foundation office in order to take advantage of special conference rates. Travel expense forms of the Foundation should be used for reimbursement and will be sent to Trustees prior to the date of the conference.

It is expected that a Trustee who attends a conference will share the information gleaned from the conference with other Trustees by reporting at the next Board meeting. If more than one Trustee attends the conference, it is anticipated that they will arrange among themselves to cover the sessions of interest to the Foundation and report accordingly.

Trustees who wish to attend more than two conferences in a year may do so at their own expense and may make arrangements through the Foundation in order to take advantage of conference discounts available.

MEMBERS

In order to facilitate the education of future Trustees and to inform and educate Members about matters relevant to those Foundation issues they consider and act upon, the Foundation will offer an opportunity to Members to attend one conference each year under the same guidelines followed by Trustees. Members who attend a conference during the year are asked to report at the following Annual Meeting of the Foundation.

Members who wish to attend more than one conference during the year may do so at either own expense and may make arrangements through the Foundation in order to take advantage of conference discounts available.