XYZ FAMILY FOUNDATION

Expense Reimbursement Policy (*approved on 8/23/12*)

Trustees, employees, or volunteers may be eligible for reimbursement of out-of-pocket travel and other business related expenses incurred on behalf of the Foundation based on prior authorization. Eligible expenses include mileage, parking, tolls, office expenses (fax, copies, postage, etc.) and reasonable charges for hotel, rental cars and rental insurance when required for out-of-town travel.

To make a claim for reimbursement, complete and submit an Expense Reimbursement Request Form XYZ Foundation President for approval/signature. Receipts or other acceptable back-up documentation (described on the form) must be attached to claim form. To facilitate timely approval and payment, every effort should be made to submit the claim form within 30 days from the date the expense was incurred.

Mileage reimbursement for business related travel in the individual’s personal vehicle will be reimbursed at the current IRS rate (found on their website). An employee who uses his/her personal vehicle for business related travel is required to maintain the minimum amount of coverage mandated by law and a valid driver’s license.

Definition of “eligible” expenses (based on submission of receipts):

• A $60 per diem (3 meals a day) or up to $30 per meal (when not included in the conference registration fee).

• The actual cost of a hotel room at the regular room rate.

• The actual cost of airfare at coach rate.

• Board members and other volunteers will be reimbursed for mileage at the charitable rate of 14 cents per mile.

• Staff will be reimbursed for mileage at the standard rate published annually on the IRS website.