

TRAVEL & REIMBURSEMENT POLICY

(Updated September 2023; Approved 9/19/2023)

SECTION 1: TRAVEL

Trustees, Committee members, Family Fund members, and qualified observers (“Affiliates”) are to be reimbursed by the Foundation for reasonable expenses incurred in the conduct of Foundation business or meetings. As a reminder, only the Foundation Affiliate is eligible for travel reimbursement (not spouses, non-Affiliate children, or other family members).

AIRFARE

- If flight time is more than two hours or for international travel, reimbursement will be provided for business class tickets.
- It is recommended that an advance ticket be purchased or, if preferred, the Foundation can purchase the ticket provided notification is given 30 days prior to the date of travel. If the flight cost is significantly higher due to last-minute purchase, the Foundation may not reimburse the full value of the ticket.
- Multi-leg trips will be reimbursed at the lower of either the standard rate or the ticketed rate.
- International travel requires pre-approval by the President and/or Executive Director and will be reimbursed for special circumstances only.

HOTEL

- Every effort should be made to book rooms in advance to secure a reasonable and low rate. Reasonable hotel rate is defined in the appendix to the policy.
- Only the base or standard level room will be reimbursed.
- When the Foundation has negotiated a preferred rate, the Foundation will announce to all Affiliates and the expectation is that rooms will be booked at the preferred hotel or will be reimbursed at the negotiated rate.
- Affiliates will not be reimbursed for unnecessary charges incurred.

- Incidental expenses are the responsibility of the Foundation Affiliate and will not be reimbursed. Wireless internet may be reimbursed if required for Foundation business purposes.
- Expenses for stays longer than necessary for Foundation business will not be reimbursed. The normal expectation is that the Foundation will reimburse for a day before or the day after a meeting.

TRAVEL BY CAR / GROUND TRANSPORTATION

- Mileage is reimbursed at the IRS approved rate per mile.
- Reimbursement will be provided for reasonable rental car costs for periods necessitated by Foundation business.

MEALS

- Affiliates traveling for Foundation business will be reimbursed for reasonable expenses incurred for meals. Reasonable meal expenses are defined in the appendix to the policy.

Exclusions

- If the Foundation provides lunch or an evening meal, outside meals will not be reimbursed.
- Reimbursement will not be made for meals provided to local Affiliates.

SECTION 2: REQUIREMENTS FOR REIMBURSEMENT

- Attendance is required if costs are to be reimbursed.
- Reimbursements typically will not be made for fees or penalties incurred for cancelling or changing travel plans. These fees will be reimbursed if the Foundation reschedules or cancels meetings. The President and/or Executive Director of the Foundation may grant an exception to this policy in exceptional circumstances.
- Proper receipts are required for reimbursement. Credit card line items are **not** adequate support for reimbursement.
- If an Affiliate is requesting reimbursement for the expenses of other Affiliates, a list of each Affiliate attending must be included for reimbursement.
- Processing of reimbursement checks will be expedited. No refunds can be made on a cash basis.
- Personal expenditures non-related to Foundation business are not subject to reimbursement.

SECTION 3: TYPES OF FOUNDATION BUSINESS ELIGIBLE FOR REIMBURSEMENT

- All meetings of the Board of Trustees
- All meetings of Board Committees, including Audit; Investment; Executive; and other permanent or *ad hoc* Committees created by the Board of Trustees
- All Grant Committees of which the Affiliate is a member
- Site visits and other educational opportunities organized by the chairs of the Grant Committee on which the Affiliate serves

The Foundation typically will not reimburse for site visits, meetings, and/or educational opportunities organized by Committees of which the Affiliate is **not** a member. A video or teleconference participation option will be provided to encourage engagement.

From time to time, Affiliates may wish to participate in various conferences or seminars to enhance learning about philanthropy. Periodic opportunities may be eligible for reimbursement. Affiliates should seek approval from the Executive Director and/or President prior to confirming plans to attend a conference as a Foundation representative.

SECTION 4: APPEALS PROCESS

Typically, expenses are reviewed and processed by the Chief Financial Officer. When questions arise, the CFO will elevate to the Executive Director and/or President as needed.

APPENDIX

MEAL EXPENSE:

Reasonable meal expenses will not exceed the following:

- Breakfast – costs not to exceed \$35 per person.
- Lunch – costs not to exceed \$45 per person.
- Dinner – costs not to exceed \$65 per person.

HOTEL EXPENSE:

The reasonable hotel rate will not exceed the base rate of \$450 per room.

Fees, taxes, and other facility charges are not included in the base rate.

GROUND TRANSPORTATION EXPENSE:

The reasonable ground transportation rate will not exceed \$400 per trip.

Ground transportation includes rental car fees, taxes, insurance, gas, and/or ridesharing expenses.

The CFO will review the reasonable reimbursement thresholds annually and compare to market rates to determine when adjustments are required.