

EXPENSE REIMBURSEMENT POLICY

The Foundation will reimburse Members and Directors for their actual, reasonable and documented business expenses, including transportation, lodging, meals and other necessary services incurred when conducting Foundation business. Reimbursed travel costs must be incurred only for business purposes related to the Foundation's charitable activities. Broad categories include, but are not limited to, travel expenses or mileage reimbursement to attend a fundraising event, conference or program and travel for site visits. Reimbursement requires substantiation of expenses, including receipts, itemized hotel bills and other relevant documentation.

A. Air Travel

The Foundation will reimburse the cost of coach airfare, unless the air travel involves an international flight greater than 6 hours in duration, in which case, the cost of business class airfare will be reimbursed. When possible, Members and Directors should seek competitive pricing and plan travel well in advance to take advantage of early-booking discounts and advance fares.

B. Hotel Accommodation

The Foundation will reimburse the reasonable cost of hotel accommodations for Members and Directors whose travel arrangements require an overnight stay to attend Member, Director, or committee meetings or to conduct other business related to the Foundation's charitable activities.

C. Meals

The Foundation will reimburse the reasonable cost of meals while traveling to and from Member, Director, or committee meetings or conducting other business related to the Foundation's charitable activities.

D. Personal Travel

When Members and Directors are traveling for both Foundation and personal reasons, the Foundation will not pay for any of the additional transportation expenses incurred for the personal portion of the trip. Substantiation of expenses must clearly demonstrate the portion of expenses related to Foundation purposes.

A companion or guest may accompany a Member and Director who is traveling for Foundation business provided that no incremental expenses are incurred by the Foundation that are attributable to the companion. For example, the cost of a companion's plane ticket or the companion's portion of a meal must be paid directly to the third-party provider by the Member or Director or the companion.

Reimbursement Procedures

All reimbursable expenses must be sufficiently documented with original receipts and explanations for all expenses greater than \$25. A copy of the itinerary or receipt provided by a travel agent or the electronic confirmation for airline or train travel is acceptable. Reimbursement of any expense for which a receipt is not submitted is subject to the approval of the CEO or Treasurer and must be accompanied by a written explanation. Where reimbursement is requested in connection with a business meeting or meal conducted outside of the Foundation offices, the expense reimbursement form must list the names and titles of all participants, along with an explanation of the business purpose of the meeting or meal.

Tickets for Events

Tickets to events, including fundraising events hosted by other organizations, may be purchased by the Foundation only in the name of the Foundation. The Foundation may choose to provide such tickets to its Members, Directors, officers, or employees; provided, however, that any disqualified person with respect to the Foundation (within the meaning of Internal Revenue Code Section 4946) shall be provided such tickets only if attendance at such event is closely related to such person's responsibilities within the Foundation. Tickets shall only be provided to family members of disqualified persons who are themselves disqualified persons if attendance at such event is closely related to the family member's responsibilities within the Foundation.

Tickets to events may not be purchased by the Foundation to relieve any obligation, including a pre-existing obligation, of any person to purchase such tickets.

Where a grant by the Foundation results in the receipt of membership or other benefits, such as free annual admission to an organization's facilities, discounts to gift shops and reduced-price or free tickets to future events, these benefits shall not be accepted by the Foundation, any Member, Director, officer, or employee of the Foundation; any of the Foundation's related entities or their respective