

## EXPENSES REIMBURSEMENT

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### Expense Reimbursement<sup>17</sup>

#### Travel

Travel of the board will be reimbursed under the following circumstances and according to these provisions:

#### 1. Board Meetings

The board meets at least quarterly to transact the business of CAFE.

- a. CAFE will pay round-trip air travel from the board member's home to the site of the meeting. Round-trip airfare for CAFE board member up to a maximum of economy coach class, and local transportation to and from the airport. In the event that a board member wishes to travel by personal automobile, the member will be reimbursed at the rate of .56 cents per mile, or the round-trip airfare.
- b. CAFE will pay hotel (when not provided at meetings) for one-night, single occupancy, for board meeting in conjunction with board meetings and up to four nights for the annual conference.
- c. Per Diem: Actual expenses up to a maximum of \$45.00 a day will be allowed.
- d. All expenses incurred in attending CAFE meetings must be presented in voucher form with original receipts.
- e. Any hotel charges that result from non-cancelation when a board member does not attend meeting will be assumed by the board member. All board members will submit credit card numbers to CAFE Headquarters for reservations to be made, if not, each board member will make their own travel arrangements.
- f. If an individual accompanies the traveler, it is the responsibility of the board member to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

#### 2. CAFE Board Business

Travel and other authorized expenses incurred in carrying out CAFE business may be reimbursed via properly executed travel reimbursement forms. Travel made at CAFE expense should be authorized by the board, for a specific travel purpose, or in an approved CAFE budget.

#### 3. CAFE Board Member - Reimbursement and Fees for Service

CAFE will pay board members for professional services they provide to the organization, such as grant writing accounting, investment, legal and public relations. Payment for board members for professional services must follow the rebuttable presumption procedures that are applicable to community foundations and other public charities.

- a. Approval by Disinterested Governing Board: The transaction must be approved in advance (before any payment) by the governing body composed entirely of individuals who do not have a conflict of interest with respect to the arrangement.

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<sup>17</sup> Approved on 6/28/14

- b. **Reliance on Comparable Data:** The board must obtain and rely on appropriate comparability data prior to making its determination. Relevant information for compensation arrangements includes, but is not limited to, current compensation surveys compiled by independent firms, compensation levels paid by similarly situated organizations for functionally comparable positions, and written offers from similar institutions competing for the services of the person under consideration.
- c. **Concurrent Documentation:** The board must document the basis for its determination concurrently with making that determination (within 60 days of the decision or the date of the next meeting of the board, whichever is later). To qualify as concurrent documentation, written or electronic records of the board (such as meeting minutes) must note: 1) The terms of the transaction and the date it was approved. 2) The Board members who were present during the debate and those who voted on it. 3) The comparability data used and how the data were obtained. 4) Any actions taken with respect to consideration of the transaction by anyone who is board member but who had a conflict of interest with respect to the transaction.

CABE's board reimbursement policy shall be reviewed annually by the Director of Financial Affairs and the board. The organization's travel mileage reimbursement shall be equal to the current IRS reimbursement amount.

**CABE Request for Travel and Expense Reimbursement**

Name: \_\_\_\_\_ Purpose of Travel: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, St Zip: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Date	Description/Name of Event/City	Air/Trans	Room	Breakfast	Lunch	Dinner	Other*	Total
								\$ -
								\$ -
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Date	Name of Meeting or Event	Mileage reimbursement =\$.56/mile	*No. Miles	Rate	Subtotal	\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-
				\$ 0.56		\$	-

Date	Description for "other" Expenses	Amount	Subtotal	\$	-
			Total	\$	-
			Less Advance		
			Total Reimbursement	\$	-

\*I certify these expenses, amounts and attachments are true and correct to the best of my knowledge.  
 (rev. 10/27/14)

Signature \_\_\_\_\_  
 Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Please don't forget to attach your receipts.**