POLICY

Eau Claire Community Foundation

For Good. **For Eau Claire.** For Ever.

Approved ____1/31/2010_
Revised ___________

Travel Policy

Directors or trustees and staff members may be reimbursed for reasonable and necessary expenses incurred in connection with the foundation's charitable activities. Such expenditures fall under the heading of administrative costs and will generally count toward the foundation's minimum distribution requirement, or payout. They are expenses that are necessary for the foundation's operation and reasonable in amount. Meetings should be planned at sites that are convenient, economical and conducive to the work being done.

Meeting Locations:

Meetings should be planned at sites that are convenient, economical and conducive to the work being done. Hotel reservations at standard rooms only will be covered.

Meals:

Meals for overnight stay will be covered at a $36 per diem starting after 5 p.m. on day of departure up to 7 p.m. next day unless lunch or dinner is included in the agenda. Then breakdown will be at $8 Breakfast, $10 lunch, $18 dinner.

Ground Travel:

Mileage for travel out-of-city limits: The mileage allowances provided annually by the IRS will be used. Mileage form which includes reason for travel and attached directions showing mileage from the main office location will be attached to form. Travel in city limits will not be covered.

If rental car is necessary, small – mid size car standards only, with minimum of two car rentals researched. Car rental may not be necessary if the hotel provides transportation to and from airport.

Airline Travel:

Directors or trustees and staff members will fly coach class unless very special circumstances. Special circumstances require Board of Trustee approval. Minimum of two airlines will be researched for reduced rates.

Spouse Travel:

Spouse travel expenses may not be charged to the foundation. Exception is when the spouse is also a foundation employee or is performing necessary services for the foundation. Spouse travel under exception rule requires Board of Trustee prior approval.