

TRPLF Policy F-2: Travel and Related Expenses

EFFECTIVE: February 24, 2017

PURPOSE. The purpose of this policy is to promote professional and ethical standards for travel and related activities among the Foundation's trustees, officers, employees, agents and service providers, and to ensure consistent and fair treatment for those who are traveling or conducting business on the Foundation's behalf. As the steward of private resources that must be used in the public's interest, the Foundation expects users of this policy to exercise prudent judgment when making travel decisions and arrangements to ensure that expenses incurred and submitted for reimbursement are ordinary, necessary and reasonable.

POLICY:

1. AUTHORIZED EXPENSES:

- a. Expenses incurred during the time reasonably needed to accomplish the business purpose of a trip will be reimbursed, subject to eligibility and authorization requirements.
- b. There will be no reimbursement for any expense that is characterized as a personal expense.
- c. If a trip is made partly for Foundation business and partly for personal reasons, only that portion directly attributable to Foundation business is eligible for reimbursement.
- d. Travel expenses by service providers must be approved in advance in the form of a fully executed Foundation contract or by written authorization from the Foundation CEO or designee.

2. LODGING:

- a. Lodging for persons traveling away from home on behalf of the Foundation may be reimbursed for the actual lodging expense. The travel is considered as incurred away from home if 1) the trip is overnight or 2) the trip is long enough to necessitate a stop for sleep or rest to properly perform the work. Every effort should be made to book lodging at the lowest reasonable rate in cost for the local area.
- b. Verification of expense by original receipt is required.
- c. The request for reimbursement for lodging expenses must be provided within one month of the end date of the travel.

3. MEALS:

- a. The cost of meals incurred while traveling away from home or on behalf of the Foundation may be reimbursed at the actual expense, not to exceed the then current, published federal government per diem rates of the travel location, or at the then current published federal government per diem rates for the travel location. The federal government per diem rates are located at the U.S. General Services Administration (GSA) website under Per Diem Rates.
- b. Receipts are required for reimbursement for the actual expense; no receipt is required for reimbursement at the GSA per diem rate.

- c. If a service provider pays for a meal for an external third party(ies) as part of a meeting involving Foundation business, and it is reasonable and necessary or beneficial to the Foundation to provide a meal as part of that meeting, the meal expense of the third party is eligible for a reasonable reimbursement amount for the location of the meeting.
 - 1) The business purpose with a list of attendees and their business relationship to the Foundation must be provided with the request for reimbursement.
 - 2) The original receipt, showing date, amount and place, must be provided with the request for reimbursement.
 - d. Alcohol purchases are not eligible for reimbursement from governmental grant funds.
 - e. The request for reimbursement for meal expenses must be provided within one month of the occurrence or the end date of the travel, as may be applicable.
4. AIR TRAVEL:
- a. Air travel reservations should be made as far in advance as possible to take advantage of reduced fares. Reimbursement will be made for domestic air travel in coach class, and for the cost of checking one piece of luggage.
 - b. Mileage awarded to the traveler while on Foundation business is the property of the traveler, and may be used at the traveler's discretion.
 - c. The request for reimbursement for air travel expenses must be provided within one month of the occurrence or the end date of the travel, as may be applicable.

HISTORY:

Approved by the TRPLF Board on February 24, 2017.

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History:

Approved by the Board of Trustees on February 24, 2017.