



Policy Holder: GTF	Number: GTFPP-01-07	Revised:
Responsible Party: Executive Director		Effective Date:

BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT

POLICY AND PROCEDURE

Whenever possible, board members are expected to bear all travel-related costs associated with attending board meetings, committee meetings, or discharging any other governance responsibilities assigned by the board chair. When a board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the executive director of the Gwinnett Tech Foundation on the Travel or Expense Reimbursement Form for reimbursement by the organization. Forms are available on the website or at the Foundation office.

The Gwinnett Tech Foundation's board reimbursement policy shall be reviewed annually by the secretary/treasurer and the board. The organization's travel mileage reimbursement shall be equal to the current IRS reimbursement amount.

So that the amount of the reimbursement is not considered taxable income to the recipient, the Gwinnett Tech Foundation will reimburse lodging expense on an actual basis provided that the amount is reasonable and receipts are attached.

The organization will reimburse members traveling on official organization business the cost of round-trip coach-class travel, housing cost, and meals up to a maximum of \$71 per day as long as they are in accordance with the established Permissible Expense Policy. Guest travel, housing, and meals are generally not reimbursable.

Reimbursement is allowed for reasonable, ordinary, and necessary expenses incurred in connection with approved expenses or travel on behalf of the Gwinnett Tech Foundation. Any exception to this policy must be approved by the Gwinnett Tech board chair.