

Trustee Travel Policy

Airline Tickets

Trustees will be reimbursed for airline tickets at the “coach” rate for themselves and a spouse/ traveling companion. “First Class” will only be reimbursed under special conditions.

Approved Meeting Schedule

The Foundation will pay expenses for up to three nights (or reimburse the Trustee) for attending a one day meeting. The Foundation will pay expenses up to five nights (or reimburse the Trustee) for attending both CHMF and EMGF meetings.

Board Meeting Lodging

The Foundation will reimburse the Trustee for lodging during the approved meeting schedule.

Board Meeting Meal Allowance

The Foundation will pay each traveling Trustee a meal per diem of \$50 per day and an additional \$50 per day for spouse/traveling companion during the approved meeting/travel time schedule. The per diem allowances will be periodically adjusted to reflect reasonable travel expenses.

Transportation

The Foundation will pay for parking, public transportation, taxis, tolls, mileage and vehicle rental. The Foundation will reimburse a Trustee for vehicle rental (includes taxes and extras) during the approved meeting/travel time schedule.

Conferences, Special Events, “Other” Foundation/Museum Related Trips, Etc.

Prior to the event, the Executive Committee will announce:

- Approved meeting/travel time schedule;
- Changes to per diem rates due to pre-arranged banquets, or travel to a higher cost of living area;
- If spouse/traveling companion expenses will be paid by the Foundation.

Notes:

- Receipts for transportation, vehicle rental and lodging must be attached to expense report for reimbursement;
- The Trustee must fill out a travel expense form segregating spouse/companion expenses;
- An IRS 1099 form will be issued to the Trustee for spouse/traveling companion expenses.