

2011

EMPLOYEE TRAVEL and EXPENSE POLICY and PROCEDURES: US-BASED EMPLOYEES

EFFECTIVE JULY 19, 2011

Objective

The foundation's policy strives for the appropriate balance between the following goals:

- Ensure our policies and tools support employees in performing at their best in the office and while traveling on business.
- Mitigate the impact of travel on our employees, and support them in integrating and managing their work and personal lives.
- Ensure that our policies are appropriate relative to the sectors in which we work, including grantees, other foundations, and nonprofit organizations.

Thank you for your commitment to further the foundation's mission through your thoughtful and ethical use of foundation resources when traveling or incurring expenses in support of foundation-related business.

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1. Employee Responsibilities and Use Restrictions

1.1 Self-Dealing with Disqualified Persons

A private foundation is prohibited from entering into any financial transaction with certain related parties defined in the law as “disqualified persons.” Such transactions are defined under IRS rules as “self-dealing.”

An employee who makes a payment qualifying as “self-dealing” will be personally responsible for paying the expenditure.

Employees must read the **Government Officials Memo** and other related self-dealing documents posted on the Commons and check regularly as this information can be revised by Legal at any time. For further information, please contact the foundation’s **Legal** department.

1.2 Expenses in Violation of U.S. and U.K. Anti-Corruption Laws

The foundation will not provide reimbursement for funds or non-monetary benefits provided to any foreign official or third party if there is a high likelihood that any part of the payment or benefit was provided for improper purposes or to gain improper influence or advantage in violation of the U.S. Foreign Corrupt Practices Act or the U.K. Bribery Act.

Foreign officials include all representatives of foreign governments at any level, public international organizations (*e.g.*, UN, World Bank, Red Cross), and foreign state owned or controlled enterprises.

1.3 Prohibited Uses of Foundation Funds

Certain expenses, whether incurred by cash or foundation credit card, are prohibited for reimbursement by foundation funds, including:

- Meals with Government Officials: Information about government officials can be found on the Legal site: **Government Officials FAQ**
- Relocation Expenses: Please contact **Human Resources** for more information.
- Any Disqualified Person or Entity: The full listing of disqualified persons and entities can be located on the Legal site: **Disqualified Persons**
- Grants
- Capital purchases

2. General Travel Information

2.1. Employee Travel Arrangements

Employees must arrange all travel (airfare, lodging, and ground transportation) through the **Cliqbook** online booking tool or the foundation **Travel** department. By booking travel through the foundation travel department we ensure that the arrangements are made in compliance with policy, volume discounts are leveraged and security receives location information to support employees in the event of a travel disruption. Travel and Finance will be reviewing expenses to ensure employees are in compliance with the policy.

Any employee business travel not booked through **Cliqbook** or Travel requires prior approval from Travel. An example of this would be if an employee traveled with a group of grantees and the grantee’s travel department made all the logistical arrangements. It would make sense for the grantee to also make travel arrangements for the foundation employee.

2.2 Visas and Passports

Employees traveling internationally should check that their passport is current with at least six month validity and three blank visa pages. Employees may never travel on a tourist visa when traveling on foundation business but rather obtain a business visa (or equivalent) as necessary prior to the scheduled departure date. Expenses associated with obtaining a business visa or passport, e.g. certified copies of birth certificates, for business travel for the foundation are reimbursable.

If employees require a business visa, more passport pages, or a passport renewal they should contact the on-site **CIBT passport and visa specialist** who can assist and expedite the process. Employees should not rely on non-government websites for visa and passport information and should not use non-contracted vendors to assist in the application process.

2.3 Travel Notification to Security

The Global Security Team (GST) must be notified of all prospective international travel in order to review proposed locations and provide any necessary advice or security measures. By requesting travel through **Cliqbook** or Travel, this requirement is met. Contact **Security Travel** directly for security review and access to travel advice if international travel will be booked inside of 14 days. Timely notification allows any necessary security measures to be coordinated. In the event security measures are deemed necessary and time is not available to arrange the proper level of support, travel may need to be postponed until the necessary security measures can be coordinated.

Any travel to a location deemed high threat requires 45 days advance notice and must be approved by both the GST and the employee's Director. For the current list of high threat locations please consult the "Areas of Concern" document on the **Travel & Event Security** site.

2.4 International SOS Travel Assistance Insurance

Employees, their spouse or domestic partner, and children are covered for certain travel assistance services while on business. Detailed information can be found on the **Human Resources** site.

2.5 Accidental Death & Dismemberment Benefit

The foundation provides Accidental Death and Dismemberment benefits to each full-time employee. Please refer to the **Human Resources** site for details. Additional Accidental Death and Dismemberment coverage is available through US Bank for employees with a foundation credit card if travel was booked with a major common carrier on the foundation credit card. Please refer to section **14.6 Accidental Death and Dismemberment Benefit** for greater details.

3. Air Transportation

3.1 Reservations

In order to optimize cost savings for the foundation, employees should make travel arrangements 7 or more days in advance of domestic travel and 14 or more days in advance of international travel.

Travel itineraries are based on, and in order of: Non-stop routes, the foundation's preferred carriers, lowest possible fare available at time of booking, and flights available two hours before and two hours after the requested flight time.

Air Mileage Programs Managing the employee's air miles accounts is the responsibility of the employee. Airline miles earned while traveling on foundation business are retained by the employee.

Frequent flyer miles or benefits are not reimbursable by the foundation, even if they are used on foundation business.

Frequent flyer upgrades can be facilitated by Travel only when the airline allows for this process to be automated within the reservation system. Any associated costs are at the employee's expense.

3.2 Domestic Flights

Coach Class Non-Refundable Coach class is the in policy booking class for all domestic flights. If a medical condition necessitates upgraded travel, you must obtain a physician's order and discuss with a HR-Total Rewards benefits representative for approval **prior** to booking.

Personal Upgrades Personal miles or coupons can be used to upgrade to first class, or an employee may opt to pay personally for the price difference between coach and first class. Travel will request a personal credit card from the employee at the time of booking to charge the difference in fare between coach and first class.

First Class Upon request, Travel will book a red-eye flight in first class if the departure is after 9 p.m. This applies to domestic flights only.

3.3 International Flights

Business class may be booked for international flights of more than five (5) hours actual airtime, including the domestic connecting flights. If a medical condition necessitates upgraded travel, you must obtain a physician's order and discuss with a HR-Total Rewards benefits representative for approval **prior** to booking.

If business class is not offered for any leg of the trip, then first class may be used for that portion of travel.

3.4 Charter Flights

Charter flights are not approved within our travel policy and are to be considered only under exceptional circumstances, such as when security risks or the absence of commercial flights make commercial travel nonviable.

Charter air requires the prior approval of the Chief Financial Officer.

3.5 Cancellation Policy

If you need to cancel an airfare reservation, you should do so through Travel. Domestic airline tickets are often non-refundable, and cancelled reservations will result in an airfare credit being issued which can be used by the ticketed passenger within a calendar year and subject to individual airline requirements.

Business class flights can be non-refundable or refundable. The travel confirmation will indicate the fare type and rules.

4. Ground Transportation

The most cost-effective, safe, and efficient ground transportation is to be used.

4.1 Taxi and town car

Taxis are the preferred ground transportation method. Recognizing the extent of complex and global travel, there may be some situations where the use of a town car has a valid business purpose. The tip is included in the town car rate when booking this service by **Cliqbook** or Travel.

Travel will coordinate with Security to make ground transportation arrangements in high threat locations.

4.2 Rental Car

Rental cars are reserved in *Cliqbook* or by Travel using foundation-preferred vendors.

In general, an intermediate or smaller car is the car type within policy; however, the size and type of the rental car should be appropriate for the number of people in the car and the road conditions on which it will be used. Hybrid rentals are allowed. In-car navigation systems and electronic toll payment options for rental cars are considered reimbursable. All other convenience options, e.g. satellite radio, are considered non-reimbursable.

When renting cars in the US, you should not purchase rental car insurance as the foundation maintains rental car coverage. When renting a car internationally, you should purchase insurance at the time of the rental. In the event of an accident, please complete a **Vehicle Accident Report Form** which can be found on the **Finance** site.

When renting a car, rental agencies could require an international driver's license depending on your citizenship. The cost to acquire this license is reimbursable if the purpose of obtaining it is foundation business related. Please become familiar with these requirements **prior** to renting a vehicle.

To maximize cost savings, employees should refuel rental cars prior to returning.

4.3 Rail

Standard class of rail is preferred. Business class and high speed, express business class rail, e.g. Acela, may be reserved for rail travel when more flexibility is necessary. When paying with the US Bank issued Visa card, a PIN number may be required to complete payment at rail kiosks. In some cases, any four digit number can be entered as a valid PIN number in order to complete the transaction. If that fails, then rail tickets should be purchased at a staffed ticket counter.

5. Lodging

5.1 Contracted Hotels

In cities where the foundation has contracted with a specific hotel, Travel will book a room at the contracted hotel.

In cities where there is more than one contracted hotel, the employee may choose among contracted hotels. A list of **Contracted Hotels** appears on the Travel site.

When travel schedules require early hotel check in and additional hotel charges are incurred, the additional charges are considered reimbursable.

5.2 Maximum Rates

Travel monitors and updates the maximum nightly lodging rates periodically. In cities where the foundation does not have a contracted hotel, or all contracted hotels are sold out, the lodging selected must not exceed the maximum nightly rates (before taxes) listed below:

United States:

- **\$350** New York City
- **\$300** Washington D.C.
- **\$250** All other U.S. locations, except Seattle
- **\$180** Seattle

International:

- **\$400** Geneva
- **\$350** Abuja, Bangalore, Davos, Delhi, Johannesburg, Lagos, London, Nairobi, Paris, Rome
- **\$300** All other international locations

At times, when demand is high and hotels are sold out, the hotel rooms still available are priced higher than the foundation's stated maximum rate. In this case, Travel will book the most reasonable option and retain a record of why the maximum rate was exceeded.

5.3 Conference Rates

Travel does not have access to the reserved block of rooms for a conference. Employees should book their own conference hotel room as part of the conference registration process. If the conference rate is higher than the maximum lodging rate listed in section **5.2 Maximum Rates**, the employee must submit evidence of the conference rate with their receipts for reimbursement.

5.4 Cancellation Policy

If you need to cancel a hotel reservation, you should do so through the site/method through which the reservation was originally booked. Employees should plan early to avoid cancellation fees.

5.5 Disqualified Properties

The Charles Hotel, Four Seasons Hotels and Resorts and North Forty Lodging, LLC are considered to be disqualified entities. Travel will not make reservations, and Finance cannot reimburse employees, consultants, or participants for lodging, meals, or other services at The Charles Hotel, Four Seasons or North Forty Lodging, LLC properties.

For additional information related to the rules surrounding disqualified persons or entities, please refer to the **Disqualified Persons** document on the Legal site.

The Charles Hotel, Harvard Square, Cambridge

The Four Seasons Hotels and Resort properties include:

- Four Seasons Hotel
- Beverly Hills Wilshire
- Chicago Ritz
- Regent Singapore
- Grand Formosa Regent Taipei

The North Forty Lodging, LLC properties include:

- Alderbrook
- Alderbrook Inn
- Alderbrook Lodge
- Alderbrook Resort

6. Combining Business and Personal Travel

6.1 Airfare

Recognizing the active travel schedules of foundation employees, as a convenience benefit, employees may add and pay for a personal leg to a business itinerary, while clearly distinguishing between foundation and personal expenses. Travel will accommodate the request provided it is sent to them at the same time as the original travel request and is 7 or more days in advance of the departure date for domestic travel and 14 or more days in advance of international travel.

If a combined business/personal itinerary is equal to or less than the cost of a business-only airfare, there is no cost to the employee and the foundation credit card may be used.

If a combined business/personal itinerary is greater than the cost of a business-only airfare, the business portion of the ticket will be charged to the foundation credit card and the personal portion will be charged to the employee's personal credit card. Two ticketing fees will be charged; one to the foundation card for the business portion and one to the personal card for the personal portion.

Travel will advise the employee via email of the fare differential at time of booking, and will request a personal credit card from the employee to pay for the added cost.

6.2 Lodging

Lodging may be shared with non-business guests. Lodging costs of non-business guests are not reimbursable and may not be paid with the foundation credit card.

To respect the capacity of Travel, accommodations such as different room types, extra rooms, and other special amenities for personal guests should be arranged by the employee and paid directly to the hotel via a personal credit card upon checkout.

6.3 Ground Transportation

Transportation costs of non-business guests are not reimbursable. It is recommended that any car rental which contains a personal component be paid with a personal credit card and the business portion of the car rental be submitted as an out-of-pocket expense. If the foundation credit card is used for the entire car rental amount it is the responsibility of the employee to mark the personal portion of the total amount in **Concur** when submitting the expense report and promptly pay US Bank directly for the personal amount.

Please refer to section **14.4 Personal Expenses on Foundation Credit Cards** for greater detail. To respect the capacity of Travel, accommodations for personal guests (such as a child car seat) should be arranged by the employee.

6.4 Personal Travel

Purely personal travel may not be booked through Travel. Employee travel that is personal and does not combine any foundation business component can be accommodated by contacting the **Carlson Wagonlit Travel Leisure Desk** directly.

Travelers accompanying staff on foundation business (such as a spouse or child) can be booked via the Carlson Travel leisure agent. The Carlson leisure agent can access an employee's business itinerary booked via *Cliqbook* or Travel for coordination purposes.

7. Meals

7.1 Business Meals

What is a business meal The foundation defines a reimbursable business meal as a meal consumed by an employee and other invited attendees when foundation related business is discussed during the meal. A business meal can also be defined as any meal consumed by the employee while the employee is traveling on foundation business.

Business meal guidelines:

- Meeting should be intentional
 - ◊ Deliberate with a clear, reasonable, specific business purpose
 - ◊ Have a pre-established agenda
- Meal expense must be ordinary and necessary
 - ◊ An ordinary expense is an expense that is common and accepted in the foundation’s course of business
 - ◊ A necessary expense is one that is appropriate for the business
- Meeting should only be conducted over meal time if the invited attendee’s schedules provide no other alternative and not for the primary purpose of consuming a meal
- Food should not be used as incentive for meeting participation

Who pays When more than one employee is present at a business meal, the employee with the highest ranking job level should pay the bill.

Who should not pay In order to avoid a conflict of interest, grantees and potential grantees should not host employees.

Non-Business Meals Meals for non-business guests are considered personal expenses.

7.2 Meal limits

Following are the daily maximums, per attendee, allowed for meals. The maximum includes any daily combination of meals, snacks, minibar, beverages (non-alcoholic and alcoholic), tax and tip. Please note that this is a maximum, not a per diem.

Daily Maximum (Per Attendee, Per Day)	Description
\$100	When traveling and dining in any location other than the international cities cited below
\$150	When traveling in the following: Amsterdam, Berlin, Brussels, Davos, Dubai, Frankfurt, Geneva, London, Paris, Tokyo, Zurich

7.3 Exceeding the Daily Meal Limits

Meal limits may be exceeded with approval from an Operations Manager or Operations Director for your program area. You will be prompted to include an explanation when reconciling any meal costs that exceed the daily limit. Non-approved over-limit meal amounts may be considered a personal expense.

7.4 Single Tickets to Fundraising Events

The foundation provides guidelines for requesting a **Table Sponsorship**. There may be times when it is more appropriate and less expensive to purchase an individual seat rather than a full table. It is important to ensure that individual seat decisions remain consistent with the strategic grant-making focus of the foundation.

For this reason, the purchase of individual seats may be charged to your foundation credit card when the following criteria are met:

- Manager approval is obtained
- The organization benefitting from the event is an existing grantee of the foundation
- The amount of the single seat is no more than \$1,000

Under these circumstances, the cost should be charged to Meals - Staff (GL account 5265).

8. Other Travel and Expense Policy Information

8.1 Cost Savings

In general, the foundation does not support a substitution or exchange philosophy with regard to travel expenditures. If an employee chooses a less expensive option, it would not be appropriate to utilize this “cost savings” somewhere else, particularly if it is personal in nature. All foundation expenses must have a substantiated, charitable purpose and not present any optics issue which could be viewed in a negative way.

Example: If you choose to stay at a friend’s house while traveling on behalf of the foundation, thus saving the foundation lodging costs, you may not reallocate this cost savings to cover your meals while staying extra days for personal reasons, or to thank your host.

An employee may opt for a weekend or extended stay between two business trips, if the weekend/extended stay is in the same city/location as the two business trips, provided the cost for lodging, transportation, and meals for the days in between the two business trips does not exceed the air savings. The foundation can substantiate the charitable purpose for business expenses incurred if you remain in the same location for which your business needs require. Documentation of the fare differentials must be clear, specific, and accompany the expense report.

Expenses incurred by an employee who chooses to travel to a different location for personal reasons for a weekend or extended stay between two business trips other than where the business need is located will not be considered reimbursable as the personal component cannot be substantiated as having a charitable purpose.

8.2 Tips

Tips are a reimbursable expense and should be appropriate to the location, service level and local protocol and never to exceed 20% of the total bill. Additional tipping guidelines may be available in the **Worldwide Tipping Guideline Chart** located on the Travel site of the Commons. Tips should be itemized when reconciling expenses. If tips are entered as a single line item on an expense report, a log noting the dates, times, and purposes of the tips must be submitted as documentation with the expense report.

8.3 Speaking Engagements

To avoid potential conflict of interest issues, the foundation should pay all travel expenses for an employee who is asked to speak publicly on foundation-related business. On occasion, the invitee organization may offer to pay for a foundation's employee travel expenses. This is allowable as long as the organization is not a current grantee.

Employee travel expenses related to non-foundation business speaking engagements are considered the personal responsibility of the employee.

Employees should use vacation or personal days for any time spent preparing for, traveling to, or delivering non-business related speeches.

8.4 Sales and Use Tax

The foundation is registered in the state of Washington as a Charitable Trust and exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Although exempt from income tax, the foundation is not exempt from sales and use tax, with the exception of the District of Columbia. For example, when an employee is staying in a hotel in the District of Columbia, they should ensure there is no sales tax included in the final bill.

In addition, for Washington state based employees, the Washington State Code (WAC 458-20-178), requires that the foundation must pay sales and use tax on tangible goods consumed in the state of Washington. Because of this requirement, Washington state based employees will need to provide receipts for expenses greater than \$75 coded to the following expense types showing the amount of sales tax paid:

- Equipment < \$5,000 – 5180
- Furniture & Fixtures < \$5,000 – 5200
- Photography – General – 5365
- Photography - Videography – 5366
- Printing & Copying – 5370
- Repairs & Maintenance – 5410
- Software Expense < \$200,000 – 5420
- Software Maintenance Agreements – 5426
- Subscriptions, Publication, Books – 5440
- Supplies – 5450

8.5 Travel Advances

Travel advances are available in rare occasions where an employee's foundation credit card is not accepted. Travel advances are available in U.S. dollars only and require prior approval from the employee's manager.

Employees should complete the **Check Request Form** located on the Finance site. Upon return from the trip, the employee must complete the **Travel Advance Request and Reconciliation Form**, submit all required receipts for the amount advanced and remit any remaining travel advance amount in US Dollars to the foundation's Finance department, within 60 days from the issuance of the check.

8.6 Foreign Currency

Employees having more than the equivalent of US \$20 in foreign currency should exchange the currency prior to leaving the foreign country if the currency is not internationally traded. Otherwise, currency can be exchanged at major airports.

8.7 Phone Policy

Employees are expected to use their best judgment in limiting personal calls to a reasonable length while traveling on foundation business. Foundation-issued mobile devices should be used whenever possible. Hotel phones should be used only when a foundation-issued mobile device or phone card is not serviceable.

The **IT Service Desk** can best advise if an employee's foundation-issued mobile device will operate as issued or if it will need modification prior to travel in order to work properly in the country of travel. In advance of expected travel, employees may request through the **IT Service Desk** to have their foundation issued mobile device unlocked in order to use a local SIM card in countries outside the US or to add the international plan to their foundation issued mobile device.

8.8 Technology Equipment

All technology purchases for use at the foundation or for conducting foundation business are managed by **IT Support Services** in order to maintain inventory control and data security.

A variety of technology equipment and supplies necessary for conducting foundation business are available to employees by contacting the **IT Service Desk** at least 5 days prior to the date the item is required.

Examples of available items include: Mobile phone headsets, chargers, cases, batteries, audio headphones, international plug adaptors, international power inverters and unlocked mobile phones. Please refer to the **IT Hardware and Software Standards** document for the standard list of technology items available.

Employees may not purchase any equipment or supply item, (or equivalent item), provided by the IT Service Desk. The purchase of any such item will be considered non-reimbursable.

8.9 Office Supplies and Workspace Equipment

Reasonable purchases of office supplies, e.g. pens, paper or notebooks, while traveling which are necessary to conduct foundation business will be considered reimbursable. All other office supplies should be obtained via order sheets and catalogs provided in each copy room.

Purchases of workspace equipment, i.e. desk lamps, chairs or wall clocks, on foundation credit cards are not allowed. Employees must submit a request to **Facilities Help** for assistance with ordering any workspace equipment.

Office supply or workspace equipment purchases totaling \$1,000 or greater require a Purchase Order (PO). Please contact **Contracts Management** for greater detail.

8.10 Transportation Benefit

The foundation will allow specific foundation transportation benefit expenses to be reimbursed through **Concur** up to IRS qualified transportation benefit limits. The limited situations are:

- Vanpool access is not included on the foundation ORCA Pass contract. Employees may receive vanpool reimbursement through **Concur**
- ORCA cards are provided by the foundation to all full-time employees based in Seattle in an effort to encourage use of alternate transportation. ORCA cards purchased separately by individuals are not considered reimbursable.

Employees must contact **GWR Transportation** for any foundation transportation benefit questions.

9. Miscellaneous Reimbursable Expenses

The following are considered to be reimbursable when traveling on foundation business:

- Laundry and dry cleaning when travel is longer than four consecutive nights
- Fees incurred to access the health club or fitness center of a hotel or nearby fitness center
- Internet connectivity in hotel, airplanes, and other public places. Employees should be mindful of security issues surrounding wireless connectivity. Please contact the **IT Service Desk** for more information
- For expedited customs clearance, a subscription to the **Global Entry** program
- ATM fees when withdrawing money on your personal card for foundation-related business expenses
- Mileage on personal cars. Mileage will be reimbursed at the IRS business mileage rate for miles incurred in excess of the employee's normal commuting mileage. The personal mileage reimbursement covers all costs related to operation of the vehicle, including service, maintenance, insurance, and depreciation
- Overweight and/or over-limit (up to two) baggage is allowed if the overage is due to foundation equipment required for business
- Travel immunizations are covered services for employees enrolled in the foundation's medical plan through the preventative immunization benefits. Please refer to the travel immunizations information section under the **Benefits/Medical Insurance** section of the **Human Resources** site for details on providers, coverage and claim submissions. Employees who are not enrolled in the foundation medical plan or do not have other medical coverage that provides for travel immunizations should use their foundation credit card for travel immunization expenses.
- Disease-prevention or treatment supplies necessary for business-related travel, i.e. insect repellent, oral hydration salts or bed nets. All other generally used over-the-counter prevention, treatment or healthcare products, i.e. indigestion relief, sunscreen, or cold medicine, will be considered non-reimbursable
- Business visa (or equivalent) or expenses associated with obtaining a business visa or passport, i.e. certified copies of birth certificates, required for foundation-related business travel. Refer to section **2.2 Visas and Passports** for greater detail
- Voice over Internet Protocol (VoIP) related expenses, i.e. Skype minutes. Please note: These types of applications are not supported by IT Support Services
- Local SIM cards for use in foundation issued mobile devices or cell phones
- Occasional participant travel-related expenses can be charged to an employee's foundation card. Participant expenses must be in compliance with the Participant Policy. Please see the **Participant Reimbursement Internal Process Document** for detailed instructions.
- In-car navigation systems and electronic toll payment options for rental cars are considered reimbursable. All other convenience options (i.e. satellite radio) are considered non-reimbursable.

In addition, the following are considered to be reimbursable when applicable:

- Medical licenses when appropriate for the performance of the employee's position. A **Medical License Renewal Acknowledgment** form must be submitted to Finance
- Professional memberships when appropriate for the performance of the employee's position
- Downloaded or printed business-related reading materials for use on an eReader or other electronic device such as a Smartphone or computer. Per section 10, eReader devices and supplies are not reimbursable

10. Non-Reimbursable Expenses

Non-reimbursable expenses are listed below. This list is not all-inclusive and there may be additional or similar non-reimbursable expenses which are not listed. Please contact **Finance** if you have questions.

The following expenses are not reimbursable:

- Out-of-pocket expenses submitted more than 90 days after they were incurred
- Cash advances on the foundation credit card
- Lost luggage and contents. Employees should work directly with the airline and credit card insurance carrier to recover damages. See section **14.7 Lost Luggage** for further details
- Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs
- Air travel insurance
- Any expenses resulting from obtaining airline miles for personal use. Please see section **3.1 Reservations** for greater detail.
- Class of service upgrades. Please see sections **3.2 Domestic Flights** and **3.3 International Flights** for greater detail
- Health club services, e.g., massages, manicures, personal trainers
- Personal travel expenses, including sundries or recreational reading
- Movies (in-room and in-flight movies)
- Subscriptions. Journals, newspapers or magazine subscriptions for foundation related research should be ordered through the **Virtual Library**
- Costs for personal guests
- Normal commuting costs
- Expenses associated with the Guaranteed Ride Home program. Please contact **GWR Transportation** or the reception desk to receive a Guaranteed Ride Home taxi voucher
- Zipcar reimbursement through **Concur**. Please contact **GWR Transportation** for assistance
- ORCA cards purchased separately by individuals. See section **8.10 Transportation Benefit** for further details
- Parking citations
- Cost of business clothing
- Relocation-related expenses. Please contact **Human Resources** for assistance
- Expenses incurred by spouses or partners of employees are not considered reimbursable
- Personal gifts
- Gift cards in any amount for employees or non-employees. Please refer to section **11 Employee Recognition, Team Building and Retreats** or section **12 Non-Employee Recognition** for greater detail
- Gifts to consultants, vendors or participants. Please see section **12 Non-Employee Recognition** for additional information
- Any expenses paid on behalf of consultants. Please contact your Contracts Business Partner for assistance with establishing a contract
- Professional services: Please contact your Contracts Business Partner for assistance with establishing a contract
- Grantee or Consultant travel related expenses. Consultants must adhere to the **Consultant Travel and Expense Policy**
- Donations added onto final hotel bills
- Donations to a charity in lieu of flowers. *Example:* A donation to a charity or a table sponsorship; these are grants and must go through the foundation's formal grant process
- Tourist visa
- EReader devices and supplies, i.e.. Kindle, Kindle supplies
- Hands-free devices, i.e. Bluetooth headsets, not obtained through IT Support Services
- Any technology equipment or supply purchased by an employee which is referenced on the **IT Hardware and Software Standards** document

11. Employee Recognition, Team Building, and Retreats

Employee Recognition: **Human Resources** Total Rewards oversees programs and tools for rewarding employee performance, including spot awards, i.e. Visa gift cards, that can be used to recognize employees. Managers must consult with their Human Resources Business Partner or Total Rewards to find out more about recognition awards. Spot awards are taxable to the receiving employee and must be included in their W-2 compensation. For this reason, gift cards purchased directly by an employee will not be considered a reimbursable business expense.

Team Building: The foundation provides an annual budget allocation to managers for use in team-building activities for full-time employees only. Examples of team-building activities include:

- Farewell and welcome meals for employee transitions
- Team fun events or group meals that do not include a direct business agenda
- Greeting cards, flowers or tangible gifts to recognize key events such as illness, transitions in life, etc. Any amount exceeding \$100 is considered a personal expense
- Team or individual celebration acknowledgements such as birthday cakes, baby showers, etc.

Latitude is provided to managers to use these funds in a way that best contributes to the care and nurturing of the team, within the budget allocation provided. Furthermore, a manager may choose to use a portion of the team building funds for specific employee recognition, in lieu of the options provided and funded by Human Resources.

Staff Retreats: Staff retreats should be planned in conjunction with **Events**. Events maintains a list of vetted and endorsed site options to assist retreat planners. In many cases, Events will review venue contracts prior to signing to ensure reasonable contract terms.

12. Non-Employee Recognition

Foundation employees may not receive or give any gift greater than \$100 in value. Any amount exceeding \$100 will be considered a personal expense to the employee. This is not intended to prohibit normal business practices, corporate items given to participants in meetings and conferences, or token hosting gifts, as long as they are nominal and reasonable, promote the foundation's legitimate business interests and are not given for the purpose of influencing the action of the foundation or the recipient.

Gift cards to non-employees, in any denomination are not considered reimbursable.

Exceptions to this policy must have prior approval by **Legal** and documentation of the approval must be submitted when reconciling the expense. For additional information regarding gift giving to third parties or the "Gifts Closet" program, please refer to the **Gifts Closet Policies and Guidelines** document on the **Communications** site.

13. Expense Reimbursement

The foundation may deny reimbursement of any expense not permitted under applicable law or not in compliance with this policy. Employees also should bear in mind that government agencies and other observers may perceive certain expenditures as being either excessive or inappropriate in the context of a regulatory audit, an IRS audit, or other similar review of foundation activities. Thus, moderation and discretion should guide decisions to incur expenses on the foundation's behalf.

The foundation may deny reimbursement of any expense it deems inappropriate or excessive.

13.1 Employee Responsibility

Each employee is solely responsible for the timely reconciliation of his or her expense report in the online expense reporting system, *Concur*, and providing full documentation as verification of each expense.

The IRS requires that expense documentation provide a clear explanation of the business purpose. Due to the 64 character limit in the business purpose field in *Concur*, the comment field can be used to provide further business purpose clarification. For assistance with documenting expenses appropriately, refer to the [Chart of Accounts](#) for GL account definitions, the [Business Purpose Examples](#) document located on the [Concur Help Central](#) site or contact the [Expense](#) team in Finance for greater detail.

For an easy way to remember the elements needed to describe expenses, think “**BOND**”:

Business purpose of the meeting: State the reason for meeting or expense

Organization: Name the organization

Name: Name the person(s) and their affiliation

Date and location: Date and location of expense

13.2 Manager Responsibility

Each approving manager is responsible for reviewing the expenses submitted by their direct reports for validity, accuracy, compliance and appropriate documentation prior to timely approval of the expenses.

13.3 Receipt Substantiation

In order for the foundation to remain in compliance with federal and state reporting requirements, receipts must be submitted for hotel expenses regardless of the dollar amount (unless an eFolio is provided in *Concur*) and for the following expenses when the amount is \$75 or more. For greater detail, please refer to section [8.4 Sales and Use Tax](#):

- Out of pocket expenses
- Equipment – 5180
- Furniture & Fixtures - 5200
- Photography – General - 5365
- Photography - Videography - 5366
- Printing & Copying - 5370
- Repairs & Maintenance - 5410
- Software Expense – 5420
- Software Maintenance Agreements - 5426
- Subscriptions, Publication, Books – 5440
- Supplies – 5450

No receipts are required for airfare booked through *Cliqbook* or Travel as travel receipt information will be retained by Travel. The employee should contact the merchant to obtain a copy of the missing required receipt. If the employee is unable to obtain a copy, then an [Affidavit of Missing Receipt](#) must be included with the employee’s supporting documents when submitting expenses in *Concur* for reimbursement.

13.4 Timing of Expense Report Submissions

The timely reconciliation of the foundation credit card charges and out-of-pocket expenses is required through *Concur*. Employees are required to submit expense reports through *Concur* at least every 30 days. Some employees may find it beneficial to submit expense reports on a more frequent basis as it

increases the speed for out-of-pocket reimbursements and decreases the potential to bump against an individual card's maximum credit limit. Out-of-pocket expenses submitted more than 90 days after they were incurred are not considered reimbursable.

Employees and approvers who will be traveling for a significant period of time and where foundation network connection issues are anticipated should notify the **Expense** team prior to departure for assistance with submission or arranging a temporary approver.

Expense approvers are responsible for review and approval of expense reports within 14 days of when an expense report arrives in an approver's queue. The approver must either approve the report or return to the employee for follow up action. Approvers who do not approve or take timely action on expense reports in their queue may cause the employee's foundation card to suspend and a late fee to be assessed on the outstanding balance.

Upon approval of expense reports in *Concur*, any business-related foundation credit card transactions will be paid directly to US Bank by the foundation. Out-of-pocket expenses such as mileage and on-street parking will be reimbursed through Electronic Funds Transfer (EFT) to the employee's bank account via the *Concur Pay Expense Reimbursement Service*.

14. Foundation Credit Card Expectations and Procedures

14.1 Foundation Credit Card Issuance and Cardholder Responsibility

If an employee travels or incurs foundation expenses as a normal part of business, the manager may request a US Bank corporate credit card be issued in the employee's name. Personal credit cards should not be used in lieu of the foundation credit card for any appropriate T&E-related business expenses. The foundation credit cards are considered the property of the foundation and is to be used for business expenses only. The employee's signature on the US Bank Cardholder Agreement indicates that the employee understands the intent of the foundation credit card program and agrees to adhere to the Employee Travel and Expense Policy and Procedures. In addition, pursuant to the US Bank Cardholder Agreement and this policy, the employee agrees to indemnify and hold the Foundation harmless for any charges, damages, or other claims or suits of any nature arising out of or resulting from the employee's failure to pay for any charges placed on the foundation credit card in violation of this policy.

Foundation credit card usage may be audited and/or rescinded at any time. Inappropriate use of the foundation credit card or delinquencies could result in the inactivation of the employee's foundation credit card or other disciplinary action up to and including termination of employment.

The foundation credit card should not be used for personal reasons unless the personal charge is embedded within a larger foundation expense. Inappropriate use of the foundation credit card could result in the suspension of the employee's foundation credit card and/or other disciplinary action.

In the event that an employee leaves the foundation, either the employee or their manager is responsible for reconciling any outstanding balance on the foundation credit card. The **Expense** team will assist with issuing or cancelling foundation credit cards, credit limit adjustments and any other foundation credit card questions or service needs.

14.2 Foundation Credit Card Limits

Each foundation credit card is assigned a credit limit based on the employee's role, and the type and amount of business travel or business purchasing expected for that role. Managers should refer to the **Visa Card Limits** matrix for limit guidelines. Based on foundation credit card usage, if it is determined by the employee's manager that the limit should be adjusted to accommodate the employee's business requirements, the manager must submit a foundation credit card limit change request to the **Expense** team.

14.3 Cash Advances

Cash advances are not available on the foundation credit card. This includes advances through ATMs, bank locations, hotels or any other location where cash advances can be obtained.

14.4 Personal Expenses on Foundation Credit Cards

The foundation credit card should be used for business purposes only. An employee may not use the corporate card for personal expenses, except in the limited situations listed below when the personal amount is embedded within a valid business expense. The employee is responsible for paying for any personal amount.

The limited situations are:

- Airport Parking (i.e. extending business trip for personal reasons)
- Business Meals (i.e. personal guest attendee)
- Rental Cars (i.e. extending business trip for personal reasons)
- Transportation Benefit (i.e. any amount beyond the allowable monthly transportation benefit)
- De minimis lodging expenses (i.e. in-room movies)

If an employee uses their foundation credit card for any other personal expense, it will be considered a non-acceptable use of the foundation credit card. The employee will receive email notification from the **Expense** team and appropriate action will be taken as outlined in the **TE Email Notices Summary**. Please note that continued use of an employee's foundation credit card for non-acceptable personal expenses may result in the suspension of the employee's foundation credit card account.

Payment of any personal expense, interest or late fee associated with an unpaid personal expense incurred on the foundation credit card is the responsibility of the employee. The employee must submit any personal expense incurred on the foundation credit card in **Concur** within 30 days of the transaction date. Employees must remit the amount due for any personal expenses directly to US Bank no later than **60** days from the US Bank billing cycle date in which the transaction was incurred. Please see the **Payment Options for Personal Expenses** page on Concur Help Central for greater detail.

14.5 Delinquent Credit Cards

A foundation credit card will be considered delinquent if any balance remains unpaid on the card for 30 days or more from the US Bank billing cycle date. Any interest or late fees which are assessed on the unpaid balance by US Bank are the responsibility of the employee. US Bank will suspend all foundation credit cards with balances due in excess of 60 days from the US Bank billing cycle date. Once the entire balance has been paid in full to US Bank, the employee and the employee's manager must contact the Controller to discuss reinstatement of the foundation credit card. If any foundation credit card balance reaches 90 days past due, the balance will be paid by the foundation to US Bank and any corresponding interest, late fees or personal amounts will be deducted from the employee's paycheck.

14.6 Accidental Death and Dismemberment Benefit

Travel for employees on a major common carrier, that is booked with a foundation credit card, comes with accidental death and dismemberment coverage of \$500,000 paid to the employee's estate. Detailed information regarding the coverage is included with the foundation credit card documents.

14.7 Lost Luggage

Should an employee experience lost luggage while on foundation travel and has purchased travel on the foundation issued US Bank Visa credit card, there may be lost luggage coverage available up to \$1,250 provided all the requirements have been met. Employees may not expense costs for lost luggage in **Concur**. Employees should work directly with the airline first to submit a claim for reimbursement. For further details, please refer to the **US Bank Customer Lost Luggage** document posted on Finance.

14.8 Lost, Stolen or Compromised Foundation Credit Cards

The US Bank Visa corporate card is considered foundation property and should be secured in the same manner personal credit cards are secured. US Bank or Visa will never ask for sensitive account information via email, including social security numbers, account numbers, PINs or passwords. Any suspicious email should be sent to **fraud_help@usbank.com** and deleted from the employee's inbox.

If the employee's foundation credit card is lost or stolen, the employee must contact US Bank Customer Service immediately at 1-800-344-5696 or call the Visa 911 collect number at 800-VISA-911. If the employee is traveling internationally and the foundation credit card is lost or stolen, the employee must contact the direct collect number 701-461-2010. Customer Service representatives are available 24 hours per day, 365 days per year. Upon receipt of the employee's call, further use of the foundation credit card will be blocked or card usage restrictions will be put in place by US Bank. Prompt action in these circumstances can reduce the foundation's liability for fraudulent charges. Also, the employee must confirm the telephone call to US Bank by email notification to the **Expense** team indicating the foundation credit card has been lost or stolen and a replacement foundation credit card will be ordered.

14.9 Disputes/Unauthorized Charges

Employees are responsible for ensuring the accuracy and validity of transactions billed to their foundation credit card. There may be occasions when transactions in **Concur** do not correlate with the employee's receipts. The employee may not have made the transaction, the amount of the transaction may be incorrect, or the employee may have a quality or service issue. The employee is responsible for resolving disputed charges.

The first recourse is for the employee to contact the vendor to try to resolve the error. If the vendor agrees that an error has been made, the vendor should credit the employee's account. The employee will need to follow up with the vendor to make sure the credit is issued.

If the vendor does not agree that an error has been made, please email the **Expense** team to determine the best course of action.

Any transaction the employee wishes to dispute must be identified in writing within **60** days of the statement date. Disputes will be investigated by US Bank.

14.10 Departing Employee

In the event that an employee leaves the foundation, the Manager should review the **Departure Checklist** on the **Human Resources** site and ensure that all outstanding foundation credit card charges and out of pocket expenses are reconciled prior to the employee's departure. The Manager or Program Assistant should confirm with the **Expense** team that any personal expenses on the employee's foundation card have been paid to US Bank.

15. Extended Business Assignments

From time to time, it may be necessary for an employee to go on an extended business assignment away from the primary office. To address the unique travel and expense issues surrounding an extended business assignment, a separate policy and guideline is available upon request from **Finance** or **Human Resources**.