



**TAHOE DONNER ASSOCIATION
BOARD OF DIRECTORS**

BOARD OF DIRECTORS EXPENSE REIMBURSEMENT POLICY

2017 – 02

PURPOSE: As stated in the Tahoe Donner Association CC&R's, Article VIII, Section 10, *Compensation*,

“Director, officers and members of committees shall not be entitled to monetary compensation for their services as such. However, this limitation on compensation shall not preclude a director, officer, or committee member from being reimbursed for such actual expenses incurred by the director in the performance of his or her duties as may be determined by resolution of the Board of Directors to be just and reasonable. Expenses for which reimbursement is sought shall be supported by a proper receipt or invoice.”

The purpose of this resolution is to:

- Further the business purposes of the Tahoe Donner Association;
- Provide direction to current and future Board Directors as to what are the expectations of Board conduct;
- Provide clear guidance to both the Board and Association staff on allowable expense reimbursements to Board Directors;
- Provide clarity and transparency to Association members on Board governance matters.

To ensure clarity and to expand on the Association CC&R's, the following types of expenses incurred by Board Directors will be considered reimbursable expenses while performing their duties:

Business Travel Expenses

1. A business trip is a trip undertaken for work or business purposes only, as opposed to other types of travel, such as for leisure purposes or regularly commuting between one's home and workplace.

2. The Tahoe Donner Association will reimburse Directors for reasonable business travel expenses incurred while on assignments away from the normal Board meeting locations within the Association. All business travel must be approved in advance by either the Board Treasurer or President. *
3. When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Tahoe Donner Association.
4. The Tahoe Donner Association will reimburse approved business mileage expense at no more than the IRS approved mileage rate for that year.
5. Board Directors traveling more than 50 miles to attend Board meetings, will be reimbursed for their mileage expense (or other actual travel costs incurred) up to a maximum of \$250 per board, committee or other formally noticed meeting.
6. Travel expenses that generally will be reimbursed include the following:
 - Airfare or train fare for travel in coach or economy class or the lowest available fare.
 - Car rental fees, only for compact or mid-sized cars.
 - Fare for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
 - Taxi fare, only when there is no less expensive alternative.
 - Mileage costs for use of personal cars, only when less expensive transportation is not available.
 - Costs of standard accommodations in mid-priced hotels, motels, or similar lodgings.
 - Cost of meals, excluding alcoholic beverages.
 - Tips not exceeding 20% of the total cost of a meal or 10% of a taxi fare.
 - Charges for laundry and valet services, only on trips of five or more days.
7. When travel is completed, Board Directors will submit completed travel expense reports within 30 days. Reports must be accompanied by receipts for all expenses.

Business Meal Expenses

1. The Tahoe Donner Association will reimburse Board Directors for business meal expenses when the meal is part of a meeting during which the parties are discussing Tahoe Donner business. Alcoholic beverages costs are not reimbursable. Monthly expense reimbursement for business meals shall not exceed \$200 monthly per board member. *
2. When requesting reimbursements, the Board Director must include the names of the attendees, and brief description of the subject matter being discussed.
3. Board Directors will submit business meal expense reports within 30 days. Reports must be accompanied by receipts for all expenses.

Association Property

1. Board Directors are allowed access to both laptops and tablets provided by the Tahoe Donner Association for their use during their terms in office. These items must be used only for Association business purposes. These items will be returned to the Association immediately upon the Director leaving office.

* Review of, and authorization for reimbursement of these expenses, will be the responsibility of the Board Treasurer. If the Treasurer is not available, then the Board President will review and authorize in his/her place. Reimbursements to the Board President, however, may only be approved by the Board Treasurer, or if the Treasurer is not available, the Board Vice President. The Board Treasurer expense reimbursement shall be authorized by the Board President, or Vice President in his/her absence.

APPROVAL

Approval of the delegation regarding signature authority and any changes, amendments or modifications thereafter, may only be accomplished at a properly noticed meeting of the Board.

ACCEPTED AND DATED: February 25, 2017

JEFF BONZON, President

RONALD WULFF, Vice President

STEVE MILLER, Treasurer

JEFF SCHWERDTFEGER, Secretary

DARIUS BROOKS, Director