

Board of Directors Expense Reimbursement

BACKGROUND:

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."

DISCUSSION:

To ensure clarity, Directors would like to more clearly define the expense reimbursements active Directors should receive for expenses incurred while performing their duties. The following items have been suggested to be included when drafting a Board Expense Reimbursement policy:

1. Reimbursement for the Director's personal travel [mileage (at the IRS defined rate per mile), accommodations, meals] when traveling more than XX miles one-way to/from Board meetings or other instances where the Board Member's duties require travel.
2. Reimbursement for meal expenses at all Tahoe Donner facilities for the Director when the meal is part of a meeting during which the parties are primarily discussing Tahoe Donner business. When requesting reimbursement, the Board Member should include the names of the attendees and a brief description of the subject matter being discussed.
3. Active Directors are allowed access to both laptops and tablets provided by the Association for their use during their terms in office. 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, or is the requesting party, 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.

Prepared by: Director Jeff Bonzon and Director Steve Miller

Board Meeting Date: January 28, 2017