EXPENSE AND TRAVEL REIMBURSEMENT POLICY

General

The College of William & Mary Foundation travel and expense reimbursement policy details rules which guide the type of expense and documentation required in order to obtain reimbursement for travel or other expenses incurred in conducting the business of the Foundation, or College of William and Mary (the College) business supported by Foundation funds.

Usual and reasonable expenses related to travel, meetings and entertainment conducted on behalf of or in connection with executing the mission of the Foundation or the College will be reimbursed if they are deemed to be reasonable, appropriately documented, properly authorized and within the guidelines of these policies. Primary responsibility for ensuring the reasonableness of amounts reimbursed resides with the authorized approver.

It is encouraged that individuals who are not College employees (candidates for employment, visiting faculty/lecturers, consultants, etc.) be advised to follow this policy in advance of incurring expenses. If it is not practical to do so, these other individuals will be reimbursed for actual travel and business expenses that are reasonable and properly documented.

Generally, the Foundation does not reimburse expenses of members of the Board of Trustees of the Foundation but will provide verification of expenses incurred by Trustees to attend Foundation meetings and conduct business of the Foundation. A Trustee may request a Volunteer Non Reimbursed Expenses Charitable Tax Deductible Form from the Office of Foundation Operations. After the completed, signed form is submitted by the Trustee, it is signed by the Vice President for University Development/Assistant Secretary of the Foundation and forwarded to Gift Accounting. The original form and a receipt issued by Gift Accounting are returned to the Trustee for their tax records.

Meals or travel expenses for spouses, family members or other companions will be reimbursed only if a valid business purpose is detailed in the reimbursement request. Such reimbursements may be forwarded to the College’s Payroll Office for review, as the IRS generally considers such reimbursements to be taxable income to the individual.
Expenses reimbursed directly by the Foundation must follow this policy. If the expense is reimbursed initially by the College, and then the College is reimbursed by Foundation funds, College policies will be observed.

Expenses must be prudent and stand the test of public scrutiny. The requirements of this policy have been designed to comply with the Internal Revenue Service accountable plan rules. Under the accountable plan rules, an individual may be reimbursed for certain travel expenses without incurring any tax liability if the following conditions are satisfied:

- Reimbursements must be for business expenses that are paid or incurred by the individual in connection with his or her services as an individual of the College or official representative of the Foundation.

- Travelers must substantiate the amount, time, use and business purpose of each expense within a reasonable time after incurring the expense (generally within 60 days after the expense was paid or incurred).

- Any reimbursement made in error must be returned to the Foundation within a reasonable period of time (generally within 120 days after the expense was paid or incurred).

Itemized receipts should always be provided with reimbursement requests to substantiate the amount and nature of the expense. If itemized receipts are not available, an exception may be granted if other documentation is provided that is deemed to sufficiently meet the requirements of an accountable plan. Such exceptions are expected to be infrequent and require the signature of the Assistant Treasurer of the Foundation or the Vice President for Finance of the College. Expenses of less than $25 are not required to have a receipt, but receipts that are available should always be provided. If receipts for expenses less than $25 are not provided, a written explanation including amount, date, party paid, nature of expense and business purpose must accompany the request for reimbursement.

In some circumstances due to the inherent nature of a situation receipts may not be available. If an individual was unable to obtain a receipt, a written explanation including the amount, date, party paid, nature of expense, business purpose and other available documentation substantiating the amount must accompany the request for reimbursement. Note that this is applicable ONLY if the receipt was UNAVAILABLE, not if the receipt was just not retained. If travel is planned to a country where it is anticipated that few receipts will be available, the traveler should consider the possibility of funding the trip through College funds using the
per diem rates. If needed, Foundation funds could be used to reimburse the College funds for the costs.

If another organization requires the original, such as when funding for the expense is coming from both College and Foundation monies, a duplicate will be accepted, but an explanation must be provided.

Reimbursement requests must be signed by an authorized approver who has authorization over the fund being charged, and may not be the individual seeking reimbursement. Travel reimbursement requests must be signed by the spender’s direct supervisor. Expenses for travel reimbursement should be submitted using the travel reimbursement form, and other business expenses should be submitted using the check request form.

Personal expenses (e.g. personal entertainment, sightseeing, non-business-related subsistence and lodging and other expenses of a personal nature) are the responsibility of the individual, and will not be paid by the Foundation.

By signing a reimbursement request, the individual being reimbursed and the approving official are certifying that the expenses are reasonable, valid, and in compliance with any donor restrictions on use of funds used to pay the expense.

Misstatements, errors or items that are clearly not in compliance with this policy will be deducted from reimbursement. If reimbursement is made and subsequently it is determined that there are misstatements, errors or items that are not in compliance with this policy, the individual must refund the amount in question to the Foundation.

**Payments to vendors for goods or services, or payments to employees or students for services cannot be paid by individuals.** To ensure proper reporting to the IRS, such expenses must be either paid directly to the vendor by the Foundation or processed through College Payroll or Financial Aid, depending on the circumstances. The Foundation will also transfer funds to the College for any such costs paid by the College in accordance with applicable College policies in the form of vendor payments, payroll, or through the College’s issued credit cards for procuring goods and services. Payments to non-resident aliens must be processed through the College’s Accounts Payable Office. Requests for payments to vendors must include invoice or other documentation from the vendor supporting the amount and purpose of the payment. The request must include clear business purpose and, if to be paid from funds with a donor restriction, how the payment complies with donor restrictions.
The College of William & Mary Foundation

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**Travel**

**General**

Individuals traveling locally or overnight should incur only those expenses that are reasonable and necessary to ensure their safety and productivity while causing minimal personal inconvenience. The Foundation reimburses actual expenses only, and not per diem. Generally, travel and lodging expenses will not be reimbursed until after travel has occurred. In extraordinary circumstances, travel expenses may be reimbursed in advance with the approval of a vice president. However, if actual expenses are less than the amount reimbursed for any reason (cancellation or other change) then the excess must be reimbursed to the Foundation.

**Use of Personal Vehicle**

Individuals who use their personal vehicle for business travel will be reimbursed at the IRS standard business mileage rate in effect on the date of travel. Reimbursement requests must include date, origin, destination, business purpose and total miles traveled in order to be eligible for reimbursement. The mileage rate covers all operating costs, including depreciation, repairs, gasoline, insurance, towage and other similar expenditures, so these expenses will not be separately reimbursed.

**Use of Rental Vehicles**

Cost of rental cars will only be reimbursed for the time that the individual was using the car for Foundation/College business. Payment requests must include the dates used for business and the specific business purpose.

**Air Travel**

When traveling by air, the individual should make every effort to minimize the cost, such as booking at least 14 days in advance, using e-tickets rather than paper tickets, etc. Generally, coach accommodations will be used unless such space is unavailable. Exceptions may be made in the case of extenuating circumstances, if the justification is documented with the expense reimbursement request and was approved in advance by the administrator responsible for the fund used to support the expense.

First class travel will only be reimbursed if such travel was approved in advance by a Vice President or the Provost. Such travel is appropriate only in unusual circumstances, and will not be reimbursed in full unless a business related
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justification is included in the request and is approved by the administrator responsible for the fund used to support the expense. Charter flights will only be paid with Foundation funds if prior approval is obtained from either the Chair or Treasurer of the Board of Trustees.

For international travel, reimbursements will also be made for the cost of acquiring passports, visas, required inoculation, immunization and other reasonable costs.

**Lodging**

Lodging may be reimbursed when an individual is traveling overnight on official business. Itemized bills must be submitted with a reimbursement request to support the appropriateness of the charges.

**Other Travel Expenses**

Reasonable expenses incurred for telephone, fax or internet connectivity for business communications while traveling are reimbursable. Detailed bills must be submitted with the expense report.

In situations where tips are considered customary (porters, taxi drivers, wait staff, etc.) tips will be reimbursed.

Expenses that are strictly personal in nature incurred during business travel will be the sole responsibility of the individual and will not be reimbursed by the Foundation.

**Advances**

The Foundation does not make travel advances. If a travel advance is needed, the individual should take advantage of the College’s travel advance program.

**Business Meals and Entertainment**

Meals taken with donors, paid consultants, visiting professors/lecturers and vendors must directly precede, include or follow a substantial business discussion or event in order to be reimbursable to the individual hosting the occasion. Meals and entertainment that have the specific purpose of cultivation of potential or current donors are considered matters of business and are eligible for reimbursement.

The following information must be included with expense reports in order for these costs to be reimbursed and to meet IRS regulations:
The Foundation will only pay for social club dues if such expense is deemed to be necessary to the individual's job duties, such as for entertaining donors. Such expense must be approved in advance as necessary by the Chair or Treasurer of the Board, or the President, Provost, or Vice President for Finance of the College.

Other Expenses

Reasonable expenses incurred by an individual in carrying out his or her job duties will be reimbursed if properly approved and documented with original receipts.

The Foundation does not provide tax indemnification. The Foundation may gross up payments to individuals for related taxes when approved by the authorized approver and properly reported for income tax purposes.

The Foundation does not maintain discretionary spending accounts from which expenses are not accountable to the Foundation under an accountable plan.

The Foundation will only provide a housing allowance or residence for personal use if approved by a Vice President or Provost. Such amounts will be reported to payroll or on a Form 1099 as required by law.

The Foundation will not pay for the use of all or a part of an individual's residence for any purpose of the organization.

The Foundation will not pay for services for the personal benefit of an individual (such as maid, chauffeur, chef, personal use of rental cars, etc.) unless approved
by a Vice President or the Provost. Such amounts will be reported to payroll or on a Form 1099 as required by law.

Non-reimbursable expenses include such items as traffic fines or tickets; personal use items, entertainment and recreation; medical costs; hotel movie rentals; political contributions or any other expense that is not directly related to carrying out the mission of the Foundation. The above list is not all-inclusive. Individuals should use prudent judgment when requesting reimbursement. Flight cancellation insurance will be reimbursable if approved by the person authorized to approve expenditures for a specific fund.