

Washington Women's Foundation Travel Expense Reimbursement Policy

Washington Women's Foundation's grant making is structured in a way that encourages interaction between its members, its grantees and the broader community. Certain activities may require travel.

It is the policy of Washington Women's Foundation (the Foundation) to provide travel reimbursement for Executive Directors whom the Foundation invites to serve on the Impact Assessment Committee. The Foundation will not reimburse members or grantees for any travel expenses related to the conduct of Foundation business, although grantees are not prohibited from using grant funds received to cover any travel expenses related to the award of the grant or the assessment thereof. Foundation members may be entitled to deduct expenses incurred as a volunteer for the Foundation. Members interested in doing so are encouraged to consult with their own tax advisors.

All parties requesting reimbursement are asked to exercise prudent judgment in incurring reasonable travel expenses and should incur the lowest possible travel expenses in order to avoid impropriety or the appearance of impropriety. The President of the Foundation may deny reimbursement for any travel expenses that she, in her sole discretion, deems unreasonable, excessive or unnecessary, and the Foundation reserves the right to deny reimbursement of travel-related expenses if an individual fails to comply with this policy or the procedures outlined herein.

Eligibility for Reimbursement

The Foundation does not reimburse any expenses incurred for travel of less than 60 miles one-way to participate in an Impact Assessment Committee meeting.

Reimbursable Expenses

The Foundation will reimburse the following expenses:

1. Mileage for a single privately owned vehicle used to and from a committee meeting at the current Internal Revenue Service (IRS) standard mileage reimbursement rate.
2. Reasonable parking fees, ferry fares and bridge and road tolls for a single privately owned vehicle when incurred in the course of traveling to and from a committee meeting.
3. Overnight lodging at a commercial lodging facility if necessary for attending a committee meeting at the current General Services Administration (GSA) standard maximum per diem lodging rate for King County, Washington.

Reimbursement for any other travel-related expenses not specifically described above as Reimbursable Expenses may be pre-approved by the President & CEO of the Foundation on a case-by-case basis.

Unallowable Expenses

The Foundation will not reimburse any of the following expenses even if incurred during the course of travel for a committee meeting:

1. Alcoholic beverages and meals consumed.
2. Valet service, movie rental, spa services etc.
3. Parking fines.
4. Traffic violations.
5. Medical care.

Procedures for Requesting and Payment of Reimbursement

Assuming that expenses have been pre-approved as required above, to request reimbursement, an individual shall fully complete an Expense Reimbursement Form. Expense Reimbursement Forms may be obtained by contacting the Foundation's Programs & Office Coordinator by phone or email at info@wawomensfdn.org during normal business hours.

Expense receipts, which must be attached to the Expense Reimbursement Form, are required for all claimed reimbursements except for mileage. Completed Expense Reimbursement Forms may be emailed to the Foundation at info@wawomensfdn.org.

All requests for reimbursement must be submitted within sixty (60) days of the expense being incurred. Any request submitted after sixty (60) days may be declined.