

Board Member Expense Reimbursement

Sample #1

This brief policy is a clear, generic policy that lets the board member decide whether he or she requests reimbursement.

Reasonable travel expenses of board members who reside at least ___ miles from the site of the board meeting may be reimbursed for attending regularly scheduled board, executive, and finance committee meetings.

A voucher will be placed in board members' folders at each meeting. The voucher should be filled out and returned to the organization secretary at the meeting. A receipt or ticket stub must accompany the voucher. A check will be sent to reimburse the board member.

Excerpted from *The Nonprofit Policy Sampler, Second Edition* by Barbara Lawrence and Outi Flynn, a publication of BoardSource, formerly the National Center for Nonprofit Boards. For more information about BoardSource, call 800-883-6262 or visit www.boardsource.org. BoardSource © 2006.

The downloadable files provide nonprofit leaders with a variety of different sample policies, statements, and job descriptions to choose from and customize. You may adapt these policies freely for your own needs, but this file is the copyright of BoardSource and is protected by federal copyright law.

Unauthorized duplication and distribution of this file is in violation of that copyright. However, as a purchaser of this resource, you are entitled to save this information to your hard drive in the event that the original file becomes corrupted.

Board Member Expense Reimbursement

Sample #2

This brief policy recognizes that travel expenses may be an exceptional burden for some board members and provides a discreet method for requesting reimbursement.

Whenever possible, board members are expected to bear all travel-related costs associated with attending board meetings, committee meetings, or discharging any other governance responsibilities assigned by the board chair. When a board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the chief executive of XYZ for reimbursement by the organization.

Excerpted from *The Nonprofit Policy Sampler, Second Edition* by Barbara Lawrence and Outi Flynn, a publication of BoardSource, formerly the National Center for Nonprofit Boards. For more information about BoardSource, call 800-883-6262 or visit www.boardsource.org. BoardSource © 2006.

The downloadable files provide nonprofit leaders with a variety of different sample policies, statements, and job descriptions to choose from and customize. You may adapt these policies freely for your own needs, but this file is the copyright of BoardSource and is protected by federal copyright law. **Unauthorized duplication and distribution of this file is in violation of that copyright.** However, as a purchaser of this resource, you are entitled to save this information to your hard drive in the event that the original file becomes corrupted.