



# Bryant Gladney Foundation Policies

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Effective Date: May 1, 2024

Latest Revision: September 25, 2024

## 5.07 - Expense Reimbursement

Certain expenses incurred by employees, officers, directors and volunteers of the Foundation may be eligible for reimbursement. Expenses eligible for reimbursement are those incurred while conducting company business or in the performance of assigned duties that are considered both ordinary and necessary for the operation of the Foundation. These may include, but are not limited to, travel, meals, accommodation, supplies and other necessary expenses.

All expenses must be authorized in advance by a member of the Board, either verbally or in writing.

All Foundation employees, officers, directors and volunteers requesting expense reimbursement must submit the Foundation's expense report. Expenses must be submitted within 30 days of incurring them along with any excess advance funds. A copy of the receipt or invoice must be submitted with the expense report, regardless of the amount. Receipts should include details such as the date, vendor, items or services purchase, and the total amount.

Final approval of all reimbursements will be made by the Board. Approved reimbursements will be sent by check, and per IRS guidelines, will not be considered taxable income. Reimbursements that are not approved require written explanation to be delivered to the employee, director, volunteer or officer.

## Bryant Gladney Foundation Expense Reimbursement Request Form

LINK: <https://zfrmz.com/jaUJSEmCgCoyTfPmJgbB>

