

Third-Party Reimbursement Standards

The foundation will reimburse authorized third-parties (e.g., candidates for employment, consultants, fellows and grantees) in accordance with the applicable terms of the foundation Travel Policy. The following document outlines reimbursable travel expenses incurred when travel is initiated at the request of or on behalf of the foundation.

Air Travel

When air flight is required, you should purchase the lowest reasonably available airfare with a major commercial carrier. It is usually advisable to book travel well in advance to maximize savings. Consider all options when booking. A lower fare, non-refundable ticket, even combined with its applicable cancellation/change fee, may be less expensive than a full fare ticket.

- Upgrades to extra legroom economy seats is allowed for flights longer than three hours. The cost of the upgrade should not be more than 25 percent of the base fare (before tax).
- Travelers electing to upgrade to a higher level of service beyond these guidelines may do so at their own personal expense or by using miles.

Reimbursable air-travel fees and expenses

- A standard checked bag fee. Weight overages or costs for more than one bag should be explained when submitting expense reports.
- Cost of meals or snacks within the parameters of the meal guidelines below.
- In-flight wi-fi if working during the flight

Non-reimbursable air-travel fees and expenses

- Airline club memberships and dues.
- Flight and personally obtained travel accident insurance.
- Frequent traveler program fees.
- In-flight alcoholic beverages or movies.
- Luggage damaged in transit

Ground transportation

Selection of ground transportation should be based on prudent judgment as to cost, convenience and safety. Colleagues traveling together or on similar schedules are encouraged to coordinate ground transportation.

Taxi, rideshare and limousine services

Ground transportation with strangers is not required. Private car services can be used when it is equivalent to or less expensive than taxis.

Rental cars in the U.S. and Canada

When renting vehicles in the United States and Canada, the size and type of rental cars should be appropriate to the number of people in the car and the road conditions on which it will be used. Given that the grantee retreat is in an urban environment with plentiful taxis, there should be no need to rent a car during the retreat. However, rental car fees will be reimbursed, if necessary, for those driving to the retreat.

Car rental considerations

- Laws and license: Drivers should be compliant with all applicable local laws.
- Accidents: Accidents or other claims related to the use of a rental car must be reported to the car rental company and the foundation's finance department as soon as possible.
- Traffic and parking tickets: Citations are considered personal costs and are non-reimbursable.
- Theft and loss: The replacement of any personal items lost or stolen from a rental car are not reimbursable.

Mileage reimbursement

When a personal automobile is used for business purposes, the reimbursement rate for mileage changes in accordance with IRS rules. You will have an opportunity to submit your mileage in the reimbursement form.

Please note, your personal automobile insurance policy is the primary coverage if your vehicle is damaged while used on foundation business. The foundation does not provide insurance coverage for vehicles not owned or rented by the foundation.

Meals

Travelers will be reimbursed for meal expenses while traveling on business according to actual and reasonable cost and upon receipt of appropriate documentation. Alcohol in

moderation with meals will be reimbursed if the total meal cost does not exceed the identified limits.

Within the U.S. meals are subject to the following limits per person:

- Breakfast = \$30
- Lunch = \$45
- Dinner = \$75

While the meal limit for travel is based on a per-meal amount, exceptions for occasional meals over these limits will generally be approved if the total meals for the day are a reasonable amount (generally not more than \$125).

While specific dollar limits are not set for meals outside the United States, travelers are expected to be prudent in incurring such costs.