

Expense Policy Information

Meal limits

Following are the daily maximums, per attendee, allowed for meals. The maximum includes any daily combination of meals, snacks, minibar, beverages (non-alcoholic and alcoholic), tax and tip. Please note that this is a maximum, not a per diem.

100	When traveling and dining in any location other than the international cities cited below
150	When traveling in the following: Amsterdam, Berlin, Brussels, Davos, Dubai, Frankfurt, Geneva, London, Paris, Tokyo, Zurich

Travel Information

Employees must arrange all travel (airfare, lodging, and ground transportation) through the Clipbook online booking tool or the foundation Travel department. By booking travel through the foundation travel department we ensure that the arrangements are made in compliance with policy, volume discounts are leveraged and security receives location information to support employees in the event of a travel disruption. Travel and Finance will be reviewing expenses to ensure employees are in compliance with the policy.

200	When traveling in any location other than the international cities cited below
300	When traveling in the following: Amsterdam, Berlin, Brussels, Davos, Dubai, Frankfurt, Geneva, London, Paris, Tokyo, Zurich

Phone Policy

Employees are expected to use their best judgment in limiting personal calls to a reasonable length while traveling on foundation business. Foundation-issued mobile devices should be used whenever possible. Hotel phones should be used only when a foundation-issued mobile device or phone card is not serviceable.

Miscellaneous Reimbursable Expenses

The following are considered to be reimbursable when traveling on foundation business:

- Laundry and dry cleaning when travel is longer than four consecutive nights
- Fees incurred to access the health club or fitness center of a hotel or nearby fitness center
- Internet connectivity in hotel, airplanes, and other public places. Employees should be mindful of security issues surrounding wireless connectivity. Please contact the IT Service Desk for more Information.
- ATM fees when withdrawing money on your personal card for foundation-related business expenses
- Mileage on personal cars. Mileage will be reimbursed at the IRS business mileage rate for miles incurred in excess of the employee's normal commuting mileage. The personal mileage reimbursement covers all costs related to operation of the vehicle, including service, maintenance, insurance, and depreciation
- Overweight and/or over-limit (up to two) baggage is allowed if the overage is due to foundation equipment required for business
- ATM fees when withdrawing money on your personal card for foundation-related business expenses
- Mileage on personal cars. Mileage will be reimbursed at the IRS business mileage rate for miles incurred in excess of the employee's normal commuting mileage. The personal mileage reimbursement covers all costs related to operation of the vehicle, including service, maintenance, insurance, and depreciation.

Non-Reimbursable Expenses

Non-reimbursable expenses are listed below. This list is not all-inclusive and there may be additional or similar non-reimbursable expenses which are not listed.

The following expenses are not reimbursable:

- Out-of-pocket expenses submitted more than 90 days after they were incurred
- Cash advances on the foundation credit card
- Lost luggage and contents. Employees should work directly with the airline and credit card insurance Carrier to recover damages.
- Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs
- Air travel insurance
- Health club services, e.g., massages, manicures, personal trainers
- Personal travel expenses, including sundries or recreational reading
- Movies (in-room and in-flight movies)

