

HILDE B FOUNDATION

EXPENSE REIMBURSEMENT POLICY

1. Purpose

This policy outlines procedures and requirements for requesting reimbursement of expenses incurred by volunteers, board members, or staff on behalf of the Hilde B Foundation ("Foundation").

Initials: _____

2. Eligible Expenses

Eligible reimbursable expenses include: travel for approved events, supplies, printing, postage, venue rental, or meals when conducting Foundation business. All expenses must be directly related to the Foundation's mission.

Initials: _____

3. Pre-Approval

Expenses must be pre-approved by an authorized representative of the Foundation. Unapproved expenses may not be reimbursed.

Initials: _____

4. Documentation Required

All reimbursement requests must include original itemized receipts and a completed reimbursement form. Requests without proper documentation will not be processed.

Initials: _____

5. Submission Deadline

Reimbursement requests must be submitted within 30 days of the expense being incurred.

Initials: _____

6. Payment

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Once approved, reimbursements will be paid via check or bank transfer within 14 business days.

Initials: _____

7. Non-Reimbursable Items

Expenses for alcohol, personal purchases, fines, or non-mission-related activities will not be reimbursed.

Initials: _____

8. Governing Law

This policy is governed by the laws of the State of California.

Initials: _____

ACKNOWLEDGMENT AND SIGNATURE

Name (Print): _____

Signature: _____ Date: _____

Title/Role: _____

Hilde B Foundation Representative (Print Name & Title): _____

Signature: _____ Date: _____

Full Name: _____

Signature: _____

Date: _____