



2018-04-17

## Water.org, Inc. | Board of Directors' Reimbursement Policy

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This policy specifies the responsibility for expenses incurred by Water.org's Board of Directors while performing their duties as outlined in the Water.org Bylaws.

### **Water.org responsibility:**

- Meals taken as a group during the course of board meetings and during activities associated with the board meetings
- Local group transportation to/from the venue/location of the Water.org sponsored activities.
- Annual gifts.

### **Board member responsibility:**

Travel costs for the Board member and guest(s) including, but not limited to:

- Airfare
- Ground transportation
- Hotel
- Meals not sponsored by Water.org
- Incidentals

When participating in site visits sponsored by Water.org, board members attending are responsible for the items listed above. Initially Water.org may prepay these items for ease in planning. Upon completion of the visit, participants will be invoiced by Water.org for their portion of any prepaid items, with payment due within 30 days after receipt of the invoice.