

IKE Expense Reimbursement Policy

Adopted by the IKE Board on ___ March 27, 2009_____.

Improving Kids' Environment, Inc. may reimburse employees, contractors, Board members, and Advisory Board Members for reasonable expenses incurred in furtherance of IKE activities, as provided in this policy.

- A. Expenses of Executive Director. The Executive Director is primarily responsible for IKE's day to day expenses and will submit a monthly itemized expense invoice for reimbursement. The Executive Director will obtain prior approval of the Board President and/or Treasurer for any non-routine expense greater than \$500.
- B. Expenses of IKE Staff [should we be so lucky]. IKE staff (whether employee or contractor) may be reimbursed for reasonable, customary expenses with prior approval from the Executive Director.
- C. Expenses of Directors. It is generally expected that members of the Board of Directors are donating their time and talents to IKE. However, in non-routine circumstances, a Director may be reimbursed for IKE-related expenses with prior approval by the Executive Director and the Board President and/or Treasurer.
- D. Expenses of External Parties. Reimbursement for any expenses incurred by parties other than those listed above who are in relationship with IKE either through a contract or grant shall be governed by the terms of the contract or grant.

Mileage: Mileage will be reimbursed at the federally established rate based either on an odometer reading or mileage calculator using a generally accepted system, such as Mapquest.

Food: Actual meal expenses shall be reimbursed based upon receipts. Without prior approval by the Executive Director (for employees) or Treasurer (for the Executive Director), meal reimbursement shall not exceed \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. IKE will not reimburse for alcoholic beverages.