

**BOARD OF DIRECTORS' & OTHER VOLUNTEERS'**  
**TRAVEL EXPENSE REIMBURSEMENT POLICY**

WHEREAS, The Arc of Pennsylvania is a statewide non-profit organization that provides advocacy and resources for citizens with cognitive, intellectual, and developmental disabilities and their families, and thus recognizes the importance of endeavoring to following non-profit industry standards and best practices, and

WHEREAS, The Arc of Pennsylvania is a family and self-advocate-driven grassroots organization and thus values its volunteers and relies on them to perform work and fulfill certain duties and responsibilities to make the organization what it is, and

WHEREAS, The Arc of Pennsylvania is strongest and most effective when it is governed by a strong and effective Board of Directors; a board made up of individuals committed to the success of The Arc of Pennsylvania and not otherwise beholden to any other organization when conducting business on behalf of The Arc of Pennsylvania, and

WHEREAS, The Arc of Pennsylvania's Board of Directors is strongest when its members attend meetings of the Board and actively participate, as well as attend other meetings and functions during which they represent The Arc of Pennsylvania and actively participate.

THEREFORE, BE IT RESOLVED that the following be the policy of The Arc of PA:

1. Reimbursements made if forms required by The Arc of PA are completed and signed, receipts provided if applicable, and request is made within 30 days from the time incurred.
2. Board members offered reimbursement for travel expenses in accordance with the following guidelines:
  - ✓ Reimbursement limited to travel associated with a member's required activities as contained in the bylaws or an activity where their presence is necessary to represent The Arc of PA.

- ✓ Overnight lodging for single-day events if distance is greater than 100 miles from the traveler's home of record to event address, or if inclement weather causes need, or for events longer than a single day and it is not reasonable to expect the traveler to drive back and forth to attend the next day.
- ✓ Reimbursement for personal auto mileage at the IRS rate in place at the time of the travel. Bus, train, or plane tickets reimbursed fully if they are a necessary mode of travel i.e., reasonable accommodation due to disability; necessary for long-distance travel, etc.) Tolls, parking, and the like are reimbursable.
- ✓ Meals reimbursed at actual cost or per diem rate "meals and incidentals" publishes by the U.S. General Services Administration, whichever is lower, alcohol not reimbursed.
- ✓ Board members shall exercise discretion in seeking reimbursement so that the spirit of this policy is followed; in the case of a gray area or dispute, the Board President will be the interpreter/decision maker, any individual may appeal the decision to the executive committee whose decision shall be considered final.

3. Volunteers who are not Board members shall be offered reimbursement for travel expenses when attendance is at the request of The Arc of PA. This does not include committee meetings, although exception may be granted for a special circumstance.

4. Anyone seeking reimbursement for an expense shall be offered the opportunity to donate in whole or in part to The Arc of Pennsylvania; such a donation shall be considered a charitable donation and counted for purposes of the Board of Directors' board-member giving resolution.

The Board Development Committee shall be responsible for reviewing this policy from time to time and recommending changes to the full Board of Directors.

Resolved by the Board of Directors this 24<sup>th</sup> day of April in the year 2006.

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President

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Secretary

*Achieve with us.*