



## Reasonable Expense Guidelines for a Fund of The Dallas Foundation

The Dallas Foundation understands reasonable expenses will be incurred by our funds. Because you are using charitable dollars to support your organization's expenses, included below are expense items which may be *reasonably* charged to your fund.

**All expenses charged to the fund must include proper substantiation and clearly support the charitable purpose of the fund. Please refer to your Fund Agreement's purpose for clarification, if needed.**

### TRAVEL RELATED EXPENSES

**Airfare:** Economy class tickets will be reimbursed. First class tickets will not be reimbursed.

**Hotel:** Only *Business Class* (less expensive) hotel rooms will be reimbursed. Ex: Hilton, Marriott, Doubletree

**Travel Related Meals:** Should be reasonable and appropriate. Personal/Individual meals (3) should generally not exceed \$100 per day for one person.

**Rental Cars:** Mid-sized car rentals will be reimbursed. Large-sized car rentals will be reimbursed if there are more than 4 passengers. Adequate insurance coverage must be provided.

**Spouse Travel:** Unless the spouse or partner is critical to the business purpose, travel expenses for them will not be reimbursed.

### OTHER EXPENSES

**Alcohol:** The costs of alcoholic beverages are not eligible for reimbursement, unless included as part of a meal.

**Sales Tax:** Wherever appropriate, you should not pay sales tax. As a 501c3, we are exempt. Sales tax exemption forms can be provided to you.

**Tips:** 18% to 20% are considered reasonable.

**Confr. Fees:** Only those Conference/Meeting fees clearly pertaining to the charitable purpose of the fund will be reimbursed.

#### **Other Generally Not Reimbursed Expenses:**

Personal entertainment; In-room mini-bar purchases; Travel accident insurance premiums; Costs incurred by failure to cancel transportation or hotel reservations within the allotted time frame; Traffic/parking violations; Vehicle fuel purchases when mileage is being reimbursed; Family members' expenses; Laundry service unless the trip is longer than five days; Donations or payments to political organizations, including tickets for political fund-raisers (which are prohibited by law); Celebratory events where there is no business purpose; Lunches and dinners without a primary business purpose.

**Note:** *If you would like to deviate from the above guidelines you may do so. Please understand that the reimbursement amount will be based on the amounts The Dallas Foundation deems reasonable, as outlined above.*