

Salisbury University Foundation, Inc. Disbursement Policy

TSU Foundation has a charitable purpose and is a 501(c)(3) organization. All disbursements are made for the benefit of the University and are not for the private inurement of any individual.

The disbursement of funds is subject to the approval of the Board of Directors. The Board of Directors may also establish a Disbursement Committee to review and recommend disbursements.

The Disbursement Committee shall be composed of representatives of the Board of Directors and the University. The Disbursement Committee shall have the authority to recommend disbursements to the Board of Directors. The Disbursement Committee shall also have the authority to recommend the appointment and removal of members.

- in a Web

Additional

Reimbursements to Employees

Travel Reimbursements

When an employee is required to travel on behalf of the Foundation, the Foundation will reimburse the employee for reasonable and necessary expenses. The following are the categories of expenses that are eligible for reimbursement:

- Reasonable and necessary travel expenses
- Reasonable and necessary lodging expenses
- Daily per diem allowance for meals and incidental expenses
- Reasonable and necessary transportation expenses
- Reasonable and necessary parking expenses

Other

- o ~~to file~~
- o ~~to pay dues for meals~~

Meal Reimbursement

Meal reimbursement is a benefit provided to employees of the University of California, San Diego (UCSD) who are on a business trip. It is used to cover the cost of meals and beverages consumed while on the trip. The reimbursement is based on the actual cost of the meal, up to a certain limit. The reimbursement is provided to the employee in the form of a check or direct deposit.

UCSD

6 to actual

Pre-Member SU Grant
SU Funds Report
File

Meals

Palmer

- FURS and
- On -IRS and

Other Expenditures/Reimbursements

Business Meals

TSU Funds
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included
paid
Expenditures

Flowers/Memorial Contributions

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The amount is \$150, which is a
contribution to the memorial fund.
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Personal Gifts

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Unallowable Expenses

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