

Columbia Community Foundation Mileage Reimbursement Policy  
Version 1.0

**1.0 Purpose**

**1.1** *The purpose of this document is to define the mileage reimbursement policy for the Columbia Community Foundation. The proper and legal reimbursement of mileage utilized by people performing duties on behalf of the Columbia Community Foundation is an important act that must be both fair and reasonable for both parties.*

**2.0 Definition of Mileage Reimbursement**

**2.1** *Mileage reimbursement is defined as the reimbursement of any travels performed on behalf of the Columbia Community Foundation utilizing a personal vehicle calculated as a round trip from the person's home to the destination and back to their home utilizing the shortest distance possible. The shortest distance is defined as the shortest path that can be determined by MapQuest™, Google Maps™, Bing Maps™ or similar on-line trip routing and mapping website.*

**3.0 Acceptable Mileage Reimbursement**

- 3.1** *All board members and support staff are authorized to be reimbursed for foundation business travel after submitting a printout of an approved trip routing and mapping website detailing the actual trip and distances travelled.*
- 3.2** *All travel should be authorized by the board before the actual trip begins whenever possible, however not reimbursed until after the travel has been completed. When authorization before a trip begins is not possible, then a discussion and vote on the approval or denial of the mileage shall take place at the next regularly scheduled board meeting.*
- 3.3** *Mileage shall be reimbursed at the current approved standard mileage charity rate approved by the US Internal Revenue Service (IRS) and posted on the IRS website. If the person is an employee of the Columbia Community Foundation, mileage shall be reimbursed at the current approved standard mileage business rate approved by the IRS and posted on the IRS website.*

**4.0 Policy Activation**

**4.1** *This policy becomes active and binding immediately.*

Ronald B. Krisko  
Columbia Community Foundation President

Deborah Hitchcock  
Columbia Community Foundation Secretary

07/08/09  
Date:

07/08/09  
Date: