



Board Travel Reimbursement Policy (effective 3/20/2025)

In accordance with established Foundation bylaws, Foundation Board members may be reimbursed for travel expenses incurred for official Foundation business.[†]

Mileage/Tolls – Mileage reimbursements due to use of a personal vehicle will be reimbursed at the standard federal GSA mileage rate applicable at the time of travel. Tolls shall be reimbursed at actual cost.

Lodging – When possible, Board members should coordinate with a Foundation staff member to make arrangements for lodging. Foundation staff will make the necessary reservations on a Foundation credit card. If Board members pay out of pocket for lodging, Board members will be reimbursed at the standard applicable GSA lodging rate applicable for that area of the continental United States (CONUS) at the time of travel.

Per-Diem – Meal reimbursements and incidentals (per-diem) shall only be reimbursed if a traveler requires overnight lodging, whether paid by the Foundation or provided otherwise. Meal reimbursements (breakfast, lunch, dinner, and incidentals) shall be reimbursed according to the GSA standard meal allowance daily rate applicable for that area of the continental United States (CONUS) at the time of travel. 75% of the daily rate will be paid on the first and final day of travel. Any meals provided to the traveler during travel (e.g. conferences, meetings, etc.) should be deducted from the daily per diem rate.

Airfare, Rental Car/Fuel, Conference Registration – When possible, Board members should coordinate with a Foundation staff member to make arrangements for airfare, rental car reservations, and conference registration. Foundation staff will make the necessary reservations on a Foundation credit card. If using a private rental car, Board members may be reimbursed for fuel and tolls incurred during transit. If Board members pay out of pocket for airfare, Board members will be reimbursed at the actual cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in a lower fare.

Documentation – To ensure that the Foundation meets the requirements of an IRS accountable plan, Board members must provide all receipts and documentation (excluding mileage and per-diem) to a Foundation staff member no later than five business days after conclusion of travel.

Approved by the West Virginia First Foundation Board of Directors 3/20/2025

[†] *West Virginia First Foundation Bylaws, Section 3.5, "Compensation of Directors"*