

COLUMBUS TECHNICAL COLLEGE FOUNDATION, INC.

***EXECUTIVE COMPENSATION AND BUSINESS EXPENSE
REIMBURSEMENT POLICY***

EXECUTIVE COMPENSATION

The Executive Director of the Foundation is compensated by the College and compensation is reviewed on a regular basis by the President of the College.

BUSINESS EXPENSE REIMBURSEMENT

Columbus Technical College Foundation, Inc. will reimburse employees of the College and the Foundation, as well as officers and board members, for actual and reasonable expenses incurred while conducting Foundation or College business. The business purpose must be clearly evident and justifiable.

When business expenses are incurred,

- Discretion and good business judgment shall be exercised with respect to the expenses and shall be cost conscious, spending money carefully and judiciously.
- Expenses should be reported on a monthly basis and supported by required documentation.

Expense reports must be approved by the Chair of the Board of Trustees or his/her delegate. Expenses will not be reimbursed unless a written report is submitted with appropriate documentation.

Appropriate business expenses for reimbursement include, but are not limited to:

- Personal automobile travel @ the current IRS rate
- Coach air travel
- Overnight lodging
- Business meals
- Meals when travel is involved
- Business meeting expense
- Civic dues
- Professional dues
- Car rental
- Taxi
- Gratuity (reasonable)
- Valet parking when appropriate

- Gifts for individuals may be considered authorized expenses if they are reasonable and part of the business relationship.
- Entertainment for individuals may be considered authorized expenses if they are reasonable and part of the business relationship.
- Other as appropriate and approved by the Chair of the Board of Trustees

Expenses that is not generally reimbursable:

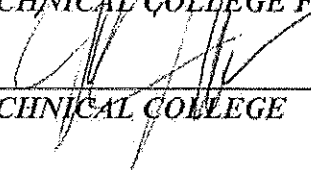
- Child care
- Pet care
- Travel insurance
- Personal entertainment
- Traffic fines & parking tickets
- Political contributions
- Toilet articles & clothing
- Transportation to and from home during normal workdays
- Unauthorized trips
- Laundry
- Spouse expenses unless spouse is clearly part of appropriate business expense
- Other, as deemed by the Chair of the Board of Trustees

A purchasing card is a tool to be used for authorized purchases of miscellaneous material/items as well as meal, travel, and lodging.

Appropriate documentation is required, including receipts, as in the attachment for business expenses greater than \$25.00.

APPROVED

CHAIR  DATE 6/24/09
COLUMBUS TECHNICAL COLLEGE FOUNDATION, INC.

PRESIDENT  DATE 6/24/09
COLUMBUS TECHNICAL COLLEGE

COLUMBUS TECHNICAL COLLEGE FOUNDATION, INC.

BUSINESS EXPENSE REIMBURSEMENT FORM

Date incurred: _____

Purpose: _____

Attendees: _____

Total amount [receipt(s) attached] _____

Mileage (if applicable):

Ending Odometer _____

Beginning Odometer _____

Total Business Mileage _____

Signature: _____ **Date** _____

Approved: _____ **Date** _____