



Anchors Aweigh Club Inc. (AACI) Travel Reimbursement Policy

- Purpose* This Travel Reimbursement Policy is designed to meet the financial and reporting requirements of 501 c (3) organizations, as required by United States tax law.
- Scope* This Policy applies to all AACI employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.
- Policy* The AACI is committed to maintaining a workplace where employees and board members fairly reimbursed for travel required in executing business of the AACI.
- The AACI will reimburse board members at the same rate as its employees who travel on Club business. This includes the prevailing rate provided for by the Internal Revenue Service for automobile mileage. Airfare, hotel, ground transportation and other incidentals will be reimbursed according to the financial policies in place for the organization and AACI employees will receive the same level of reimbursement as board members.
- The AACI does not reimburse travel for spouses or guests, unless, in a rare circumstance, that person has a specific purpose considered as work for the AACI.
- Procedure* Reports of suspected violations of will be reported to the Board President. The Board President (or designee) will execute an investigation, prepare a report of the findings of the investigation, and submit such report to the Board of Directors.
- In the event that a report concerns the Board President, he or she shall recuse himself or herself from the proceedings, and the Board of Directors shall select an appropriate officer of the AACI to continue the investigation.