

The OEIS Foundation Inc.
Business Expense Reimbursement Policy
(As Adopted December 22, 2009)

Purpose

This policy provides guidance regarding reimbursement of The OEIS Foundation Inc. (the "Organization") directors, officers, staff, and authorized representatives ("**Covered Persons**") for expenses they incur while carrying out Organization business. The guiding principle is to spend the Organization's money as wisely as possible.

Reimbursement--General

In general, the Organization will reimburse Covered Persons for expenses that are "ordinary, necessary and related" to its charitable purposes, within the meaning of those terms under the Internal Revenue Code. Where this policy does not address specific types of expenses, general guidance can be obtained on the IRS website at <http://www.irs.gov/taxtopics/tc511.html>. Information about individual expenses can also be obtained from the Treasurer of the OEIS Foundation, who is generally responsible for implementing this policy and is authorized to waive its provisions, where appropriate.

The Organization has an expense report form that is to be used for requesting reimbursement and must be submitted within two weeks of the expenditure. Entries for all unusual items or amounts must be explained sufficiently so that the Organization can make the determination whether they are ordinary, necessary and related business expenses.

Original receipts are required for all air travel, car rentals, lodging and other expenditures that exceed \$25. The Organization does not accept monthly credit card statements or photocopies of original receipts. Electronically-issued receipts for online purchases are considered original receipts. In the event that an original receipt could not be obtained or the receipt was lost, a memo must be written in lieu of the original receipt.

Reimbursable Expenses

Expenses in the following categories and that meet the following guidelines generally will be reimbursable:

Travel

All travel must be appropriately authorized.

Air Fare. The least expensive direct, non-stop commercial air fare in coach class, flying at a reasonable time of day, will be reimbursable from the airport nearest the traveler's home or office to the airport nearest the destination. The cost of any accommodation upgrade in any class will not be reimbursed.

Whenever possible, airline reservations should be made sufficiently in advance of travel to take advantage of available discounts.

Train or Bus. Train or bus travel is authorized when appropriate. The total reimbursable expenses for train or bus travel must not exceed the reimbursable cost of airfare over the same route except where special accommodations are required and approved.

Rental Cars. The lowest category of car that will accommodate the number of persons traveling together must be chosen. The refueling option should be used if it will result in a lower gas cost than returning with car with a full tank. Avoid drop-off fees. The Organization does not have insurance for rental cars, so the traveler should either rely on his or her own automobile insurance, including what is available by using a credit card for the rental, or buy the insurance that the rental company makes available.

Personal Automobile. Round-trip use of a personal automobile (other than for commuting) will be reimbursed at the then-current mileage rate specified by the U.S. Internal Revenue Service. See <http://www.irs.gov/taxpros/article/0..id=156624.00.html>. The reason for auto travel, the destination and total mileage must be included on the expense report. The total reimbursable cost of a personal automobile must not exceed the reimbursable cost of airfare over the same route except where special accommodations are required and approved.

Parking of a personal automobile at the airport of origin is reimbursable. Parking at the meeting site is permissible if travel by automobile is required.

Local Transportation.

Shuttle, taxi, or other similar-cost means to and from the airport at the points of origin and destination is reimbursable. Travelers are encouraged to take advantage of bus, shuttle or multi-person transportation whenever feasible. Taxi fare is reimbursable if essential for business purposes.

Lodging.

Lodging at the single-occupancy rate will be reimbursed during travel for days of meetings or other business, including the night before and after if transportation schedules make such stays necessary.

If the air fare saving for a Saturday-night-stay is greater than or equal to the lodging, meals and other reimbursable expense for the additional day(s) stay, the traveler has the option to stay and be reimbursed for expenses (up to the saved amount) for the additional day(s).

Meals.

The reasonable cost of meals during travel or where an individual is not traveling but a business-related meal is required by circumstances beyond his

or her control will be reimbursed. Meals purchased for others will be reimbursable only if the Organization has responsibility for such persons and they are identified on the applicable expense report.

Communications and Incidentals.

Reasonable business-related telephone, fax and (when traveling) internet connection expenses are reimbursable. Staff are encouraged to use calling cards and other means to minimize hotel and similar connection charges. Such expenses should be itemized on the expense report.

The Organization will reimburse individuals for the charges associated with business-related calls or messages placed on personally-owned mobile communications equipment .

Reimbursement requests must be supported by the original communications service bill, with the detail of the calls or messages to be reimbursed appropriately identified. Reimbursement will be provided only for those calls or messages with which a charge is identified on the related bill, so “free” or “rollover” minutes used will not be reimbursed. Where a portion of the business-related calls or messages is made with “free” or “rollover” minutes, reimbursement will be made in the same proportion as the business-related calls or messages bear to all calls or messages on the bill.

Other Expenses. The following are normally reimbursable:

- Baggage handling or storage
- Laundry (if trip exceeds 5 days)
- Tips (in reasonable and conventional amount)
- Visa/passport/consulate fees

“Loyalty” and Other Awards. Frequent flier miles and other “loyalty” awards under airline, lodging, restaurant or other programs, or compensatory awards such as for airline “bumping” are the property of the traveler.

Non-reimbursable Expenses

The following are normally non-reimbursable expenses:

- Air ticket upgrades
- Books, magazines or newspapers
- Clothing
- Club dues and memberships
- Commuting expenses
- Day care

- Entertainment costs (including movies or bar costs)
- Grooming expenses
- Health club fees or expenses
- Massage
- Medicines
- Parking and traffic tickets and fines
- Personal telephone calls
- Souvenirs
- Sporting events
- The additional travel and occupancy cost for anyone who is not a representative of the Organization accompanying the traveler.
- Toiletries
- Travel insurance

Violations of This Policy

Submission of false expense reports will be subject to disciplinary action, up to and including dismissal.

Periodic Reviews

Management shall review this policy periodically to ensure that it continues to adequately promote the interests of the Organization.

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