

Salisbury University Foundation, Inc. Disbursement Policy

TSU Foundation has a charitable purpose and is not a for-profit organization. It is a 501(c)(3) organization and is subject to the Internal Revenue Code and the regulations thereunder.

The Foundation's disbursements are made for the benefit of Salisbury University and are not for the private inurement of any individual.

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Reimbursements to Employees

Travel Reimbursements

When an employee is required to travel on behalf of the Foundation, the Foundation will reimburse the employee for reasonable and necessary expenses incurred in connection with such travel.

- Reasonable and necessary expenses
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- Documentation required
 - o Receipts and other supporting documents
 - o Itinerary and other supporting documents

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- o ~~to file~~
- o ~~to pay dues for meals~~

Meal Reimbursement

Meal reimbursement is a benefit provided to employees who are on the job for more than 12 months. It is a reimbursement for the cost of meals consumed while on the job. The reimbursement is based on the actual cost of the meal, up to a maximum of \$10 per meal. The reimbursement is provided on a quarterly basis.

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Flowers/Memorial Contributions

Flowers/Memorial Contributions
The amount is \$150, which is a
contribution to the memorial fund.
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Personal Gifts

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Staff Meetings, Luncheons, etc.

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Retirement Events

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Unallowable Expenses

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