

SIMONS FOUNDATION

Non-Employee Travel and Expense Reimbursement Policy

The Simons Foundation reimburses non-employees for properly authorized, reasonable, necessary, appropriately documented business expenses that further the Foundation's mission. Expenses must be submitted within two weeks of being incurred.

How To Book Travel: All travel and hotel arrangements must be booked through the Foundation's preferred travel agency noted in the travel email. Travel arrangements not booked through the preferred agency must be pre-approved by the Foundation's Director, Events and Conferences. Flight receipts must be provided for fares not booked through the preferred agency. Air travel containing personal segment and change fees for personal reasons are not reimbursable.

Air: Airline tickets must be purchased at least 30 days in advance. The Foundation pays for up to two checked bags.

Train: Business class tickets may be booked on Amtrak Acela trains; all other train tickets must be reserved in coach.

Personal Vehicles: Personal vehicle use will be reimbursed on a per mile basis in addition to parking and toll costs. A map printout is required as distance documentation. The standard IRS mileage reimbursable rate for 2022 is \$.585 cents per mile driven; please note that the standard can change at anytime.

Travel within NYC: For travel within New York City or other major US cities, travelers are expected to use public transit when possible. In other cases (such as travel to and from the airport) taxicab and Uber fares will be reimbursed with a receipt and the tip clearly noted.

Hotel: Hotel accommodations should be booked through the travel agency. Hotel staff gratuities should not exceed \$2 per night per service.

Dining: The Foundation reimburses personal meal expenses while traveling on business and when a particular meal is not already provided by the Foundation. Maximum meal expenses (including beverages and gratuities) are reimbursed at a maximum of \$125.00 per day. Personal travel meal limits are not "per diem" allowances. Only amounts spent will be reimbursed. The first and last name of all meal attendees must be stated on the expense report and the meal detail receipt must be submitted for reimbursement along with the credit card receipt.

Expense Reporting and Reimbursement: Following the meeting, you will receive an email from the Simons Finance team with instructions and a link to a web-based expense reimbursement platform. All approved expenses will be processed and reimbursed via direct deposit in approximately 30 days of receipt.

Any expense in the amount of US \$250 or more must be pre-authorized in writing by the Foundation's Director, Events and Conferences, and a copy of the authorization must be submitted with the expense submission. All approved expense will be processed and reimbursed via direct deposit within 30 days of receipt with the exception international.

Please contact The Simons Foundation's Director, Events and Conferences, Debra Olchick, via phone (212.524.6954) or email (dolchick@simonsfoundation.org) with any questions.