

Adventure Acres Foundation

Expense Reimbursement Policy

Effective Date: January 1, 2026

Approved By: Board of Directors

Applies To: Officers, Directors, and Authorized Volunteers

1. Purpose

Adventure Acres Foundation (“the Foundation”) may reimburse individuals for reasonable and necessary expenses incurred on behalf of the Foundation in furtherance of its charitable and educational mission. This policy ensures compliance with IRS regulations and promotes transparency and accountability.

2. Eligible Individuals

Reimbursements may be made to:

- Officers
- Directors
- Authorized volunteers

Reimbursements are limited to **actual out-of-pocket expenses only**.

3. Eligible Expenses

Reimbursable expenses must be:

- Ordinary and necessary for Foundation activities
- Directly related to approved programs or administrative operations
- Supported by appropriate documentation

Examples include:

- IRS and state filing fees
- Insurance premiums

- Office supplies and printing
 - Program supplies and materials
 - Event-related costs (e.g., food, signage, supplies)
 - Mileage or travel directly related to Foundation business (if approved)
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4. Non-Reimbursable Expenses

The Foundation will **not** reimburse:

- Personal expenses
 - Compensation for time or labor
 - Expenses without receipts or documentation
 - Alcohol or entertainment unless pre-approved and mission-related
 - Any expense that would result in private benefit or inurement
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5. Documentation Requirements

To receive reimbursement, the individual must submit:

- Original receipt or digital copy showing date, amount, and vendor
- Brief description of the business purpose
- Date the expense was incurred

Receipts should be submitted within **60 days** of the expense when possible.

6. Approval Process

- Reimbursements must be reviewed and approved by an officer or board member **other than the person requesting reimbursement**
 - Reimbursements to the Executive Director or President require board approval or documented officer approval
 - Approval may be documented via email, meeting minutes, or reimbursement form
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7. Payment Method

Approved reimbursements will be paid:

- From the Foundation's bank account
 - At cost only, with no markup
 - By check or electronic payment
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8. Recordkeeping

All reimbursement records, receipts, and approvals will be retained in the Foundation's financial records in accordance with record retention policies.

9. Compliance

This policy is intended to comply with IRS regulations, including the prohibition on private inurement under Section 501(c)(3). Any reimbursement not made in accordance with this policy may be treated as taxable income.

Adopted by the Board of Directors on: January 1, 2026

Board Secretary Signature: 