

# 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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Additional

## 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 the course of such travel.

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

file

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

## Meal Reimbursement

Meal reimbursement is a benefit provided to employees who are on the road for work purposes. It is used to cover the cost of meals and snacks while traveling. The reimbursement is based on the actual cost of the meal, up to a certain limit. Employees must submit receipts for reimbursement.

Used to

to account



## Flowers/Memorial Contributions

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

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contribution to the memorial fund.  
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## Staff Meetings, Luncheons, etc.

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## Retirement Events

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# Unallowable Expenses

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is

- The amount of the disallowance

is

- o The amount of the disallowance

- o The amount of the disallowance