Pioneers Business Meals Policy

OVERVIEW

In light of the generous support Pioneers receives from its donors and the many valuable tax benefits granted under law, Pioneers recognizes its responsibility to be a good steward of the public trust. Accordingly, members of the Pioneers community are held to the highest standards of stewardship for the funds that are placed in their trust. Individuals should employ the highest standard of care in disbursing Pioneers funds.

Additionally, we must comply with Internal Revenue Service rules which prohibit the tax-free treatment of lavish or extravagant meals or entertainment. Excessive expenses could lead to tax penalties, additional taxable income to the volunteer, and required reimbursement to the institution under IRS rules.

REIMBURSEMENT POLICY

Pioneers policy allows business meals when:

- There is a bona fide and substantial Pioneers volunteer/business purpose.
- The participants are actively engaged in Pioneers volunteer business during the meal or immediately before or after.
- Appropriate and permissible funding sources are available.
- The purpose and amount of the expense demonstrate good judgment.
- The expense is properly documented (who, what, when, where, why).
- The expense has been appropriately approved in accordance with the requirements of the policy.

DOCUMENTATION REQUIRED

Documentation of business meals must include:

- Receipts are required for all transactions.
- The date of the expense and name and address of the location of the meal.
- The business purpose.
- The names of the participants and their titles or other information establishing their business relationship with the individual incurring the expense.
- A detailed list of attendees will be required for meals up to and including 10 people. For a group of more than 10 people, a description of the group and number of people in the group will suffice.