

**THE OHIO ASSOCIATION OF GERONTOLOGY AND EDUCATION, INC.
(OAGE)**

EXPENSE REIMBURSEMENT POLICY

POLICY

It is the policy of the Ohio Association of Gerontology and Education (OAGE) to maintain an Expense Reimbursement Policy.

PURPOSE

The Expense Reimbursement Policy is designed to be consistent with the IRS's current standards for reimbursement in for-profit organizations.

PROCEDURE

1. The Executive Committee shall present an Expense Reimbursement Policy to the Members of the Board of Trustees for review/approval of the Board of Trustees.
2. Upon Board approval, the Policy shall be posted on the organization web site.
3. The Policy shall be reviewed by the Board of Trustees for approval at the board meeting following the annual meeting.
4. The Expense Reimbursement Policy initially presented to the OAGE Board of Trustees in 2009 is presented below.

BOARD MEMBER REIMBURSEMENT POLICY

1. All non-emeritus board members are reimbursed by the organization for their travel to and from the quarterly and other official meetings (but not the annual meeting or the Board of Trustees meeting following the annual meeting) at a rate consistent with the current federal reimbursement rate. Only student board members are reimbursed by the organization for their travel to and from the annual meeting. Emeritus board members are reimbursed by the organization for their travel to and from one quarterly meeting each fiscal year.
2. All non-emeritus board members' lodging for quarterly and other official meetings that involve an overnight stay are paid by the organization. Only student board members are reimbursed for their lodging during the annual meeting; all regular (i.e., non-student) board members are responsible for their lodging costs associated with the annual meeting. Emeritus board members are reimbursed by the organization for their lodging for one quarterly meeting each fiscal year.
3. Regular and emeritus board members are responsible for the costs associated with their meals while attending quarterly board and other official meetings and the annual meeting. Reasonable costs associated with student board members' meals while attending quarterly board meetings, other official meetings and the annual meeting will be reimbursed by the organization.
4. Board members will be reimbursed for travel and miscellaneous, non-food related expenses while traveling to conduct OAGE-related business (e.g., to attend state-level meetings as an OAGE representative).
5. Only emeritus board members will receive complimentary registration, on behalf of the organization, to the Annual Conference.