

OSCAR G. & ELSA S. MAYER FAMILY FOUNDATION

EXPENSE REIMBURSEMENT POLICY

Officers and Directors of the Oscar G. & Elsa S. Mayer Family Foundation do not receive compensation for their services as officers or directors. They are, however, entitled to reimbursement of reasonable out-of-pocket expenses incurred in attending the annual meeting or in carrying out other duties as officers and directors. Other direct descendants of the founders age 16 and over are Members of the Oscar G. & Elsa S. Mayer Family Foundation and are also entitled to reimbursement of reasonable out-of-pocket expenses incurred in attending the annual meeting in an amount not to exceed **\$1,000** (with possible changes depending on the expected cost of a particular meeting location). Expenses for spouses are not reimbursed. The specifics of the policy are summarized as follows:

Meeting and Travel Expenses

Travel. Use of a personal car will be reimbursed at the maximum rate authorized by the IRS (56.5 cents per mile as of 1/1/13). Tolls and parking will also be reimbursed. Domestic coach air travel will be reimbursed. Use of an alternate means of transportation (e.g., auto) will be reimbursed in an amount not to exceed the equivalent coach air fare. Reasonable ground transportation (taxi, rental car, etc.) will be reimbursed.

Lodging. Lodging in a standard hotel room will be reimbursed if the meeting schedule and travel connections require an overnight stay. Reimbursable expenses include the room charge, tax, tips and any mandatory fees. Fees for services such as movies or health clubs are considered personal expenses. Laundry or dry cleaning charges are considered personal expenses, unless an extended stay is required. If a lower air fare is obtained by staying over for an extra night, the additional lodging will be reimbursed in an amount not to exceed the air fare saved. Lodging in a hotel other than the meeting location will be reimbursed up to the cost of a room at the negotiated group rate.

Meals. Reasonable meal expenses will be reimbursed while traveling or during the time frame of a meeting (e.g., dinner the night before an out-of-town morning meeting).

Other. The actual cost of meeting arrangements (meeting room, refreshments, shipping of materials, etc.) will be reimbursed.

Other Expenses

A Board member may incur other out-of-pocket expenses (e.g., mileage or telephone charges) while carrying out his or her responsibilities. These are reimbursable if approved by the President.

Documentation

Receipts must be provided for any expense in excess of \$25. For smaller amounts, documentation should be provided if possible.

CLAIM FOR REIMBURSEMENT

Expenses Incurred on Behalf of the Oscar G. & Elsa S. Mayer Family Foundation

Date: _____

Name: _____

Purpose: _____

Travel

_____ \$

Lodging

Meals

Other

_____ \$

Receipts and vouchers are attached.

Signed _____

Return to:

Barbara J. Pope, P.C.
190 S. LaSalle Street, Suite 610
Chicago, Illinois 60603
Fax: (312) 853-1860

Reimbursement check payable to:

Address: _____

