

## VCA BOOSTER CLUB

### EXPENSE REIMBURSEMENT POLICY

#### WHO IS REIMBURSED:

Members of the board, committees, special committees, staff, and authorized representatives of the VCA Booster Club (the "Corporation") shall be reimbursed for expenses incurred while on Corporation business.

#### REIMBURSEMENT:

Expenses should be submitted within two weeks of completion of the trip or event and explained in full for all unusual items or amounts. Receipts are required for all expenditures billed directly to the Corporation including credit card charges, airfare purchased through the Corporation, travel agent, and applicable hotel charges. Receipts are required for all expenditures paid by the traveler that exceed \$25.00.

Allow at least two weeks after receipt at the Corporation for reimbursement.

#### REIMBURSABLE TRANSPORTATION EXPENSES:

**Airfare**—The least expensive direct, nonstop commercial airfare in coach class will be reimbursable from the airport nearest the traveler's home or office to the airport nearest the destination.

Airline reservations are to be made through the Corporation's travel agent or through an appropriate other source. Airline reservations should be made at least 14 days in advance of travel. Detailed reservation reports should be sent to the Corporation business office. Any additional expense related to companion travel is the responsibility of the traveler. Preferred carriers may be utilized if the airfare is equivalent to the lowest fare available. Mileage earned and compensation for denied boarding awarded to the traveler while on the Corporation business is the property of the traveler and may be used at the traveler's discretion.

**Automobile, train, or bus**—Total reimbursable expenses, including expenses incurred en route, shall not exceed the cost of airfare. Automobile expenses shall be reimbursed at the Corporation's then current mileage reimbursement rate.

Shuttle, taxi, personal automobile, or other similar cost means to and from the airport at the points of origin and destination, and taxi fare if essential for business purposes.

Parking at the airport of origin if personal automobile is used. Parking at the meeting site if travel by automobile is required.

LODGING:

Lodging at the single-room rate for days of meetings, including night before and after if flight schedules make necessary such stays.

MEALS:

The reasonable cost of meals while attending meetings and while in transit to and from the meeting site. If, in addition, meals are purchased for others, the individuals must be identified as those for whom the Corporation has responsibility for such expenses.

OTHER EXPENSES:

Reasonable telephone and fax charges due to absence of traveler from the individual's place of business. Reasonable and necessary gratuities that are not covered under meals per the following guidelines:

Airline Skycap:	\$1.00 per bag
Cab Driver:	5–15% of fare
Restaurant Wait Staff:	10–20% of total bill
Room Service:	Gratuities are usually included in the bill
Hotel Maid:	\$1.00 per bag

Note: These are only standard guidelines. All tipping should be based on service and is at the discretion of the traveler.

SATURDAY NIGHT STAY:

If the air fare saving for a Saturday-night-stay is greater than or equal to the lodging, meals, and other reimbursable expense for the additional day(s) stay, the traveler has the option to stay and be reimbursed for expenses (up to the saved amount) for the additional day(s). The travel agent will assist the traveler in determining situations in which this option is available.

NONREIMBURSABLE EXPENDITURES:

First-class upgrades in air travel.

When lodging accommodations have been arranged by the Corporation and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by the Corporation, and reimbursement is not made for transportation between the alternate lodging and meeting site.

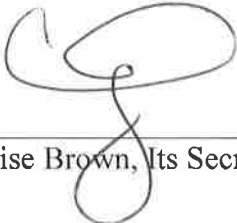
If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

Entertainment costs including in-room mini-bar, movies, liquor, or bar costs.

**CERTIFICATE OF ADOPTION**

These policies and guidelines were reviewed and accepted by the Board of Directors of the VCA Booster Club by resolution dated July 28, 2011.

VCA BOOSTER CLUB,  
a Nevada non-profit corporation

By:   
Lise Brown, Its Secretary