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## OCEAN HIGH CONDOMINIUM ASSOCIATION

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Policy #3-1998 (revised Jan 2009)

Subject: Expenses incurred by members of the Board of Directors, Ocean High Condominium Association

1. Travel: Travel performed during the conduct of Ocean High business will be reimbursed as follows:
  - a. Use of private owned vehicles will be reimbursed at a rate per mile equal to that allowed by the IRS for business travel (55 cents per mile 2009) up to a maximum of 400 miles. Parking fees and tolls will be reimbursed. In and around mileage is not recoverable. Car-pooling will be used when feasible. Car rentals must be pre-approved by the Board President.
  - b. Travel by Other Methods: Travel by other means must be approved by the President. Air or rail travel must be the most economical available in relationship to the travel required. Receipts will be obtained and submitted with the traveler's expense voucher. Group travel will be utilized whenever possible.
  - c. Lodging: Quarters required by members in the conduct of Ocean High business will be obtained by management. When lodging is required at Ocean City, first priority will be to quarter members on site at Ocean High. Second, in accordance with the reciprocal agreement, members can be lodged at other resorts available through the Management Company, if applicable. In the event neither one is available management will obtain lodging in an appropriate hotel/motel. Length of stay will be kept to a minimum commensurate with board requirements. Management will pay the lodging costs. Members will not charge any personal services to the hotel/motel account. Members will vacate their quarters so as not to incur a late check out fee. In the event that over night travel is required to sites other than Ocean City, management will obtain and the Board President will pre-approve required quarters. Lodging is limited to board member and spouse. Additional persons that may raise the cost must be pre-approved by the Board President.

2. Telephones: Board members who use their personal phones to conduct Ocean High business will list these charges on the member's expense report. Date/time and person/organization called will be included.
3. Correspondence/Mail: Members will obtain stationary, stamps and other consumable office supplies from management. Any costs incurred for reproduction, printing, packaging, shipping, etc. will be reflected on the individuals expense voucher.
4. Per Diem: A per diem of \$40.00 will be paid as follows: breakfast \$8.00, lunch \$12.00 and dinner \$20.00. Rate includes all tips and other services related to members' daily expenses. Rates are for member only. Spouses/family are not included. Receipts for meals are not required. Group meals will be paid by management may not to exceed the allotted amount. Any expense in excess, without pre-approval by the Board President, will be the responsibility of the member.
5. Reimbursement: Expense vouchers will be forwarded to the President for approval within 10 days of the time expenses were incurred. President will forward the approved vouchers to management for payment. Management will make payment within 20 days of receipt of vouchers or in accordance with the association's accounts payable payment schedule.
6. This policy letter supercedes all previous guidance on board member reimbursable expenses.

Revised: Jan 2009

Jeffrey A DeVanzo

President

Ocean High Board of Directors