

Sunland Village East Foundation Board of Trustees Resolution

RESOLUTION # 14

Expense Reimbursement Form

WHEREAS the Federal Internal Revenue Service requires detailed accounting of expenses, and good corporate business practices require the same thing; and

WHEREAS the Foundation owes a fiduciary duty to its donors to properly account for all expenditures; and

WHEREAS from time to time the Trustees, Advisors, and Volunteers must make purchases on behalf of the Foundation, and thereby need to be reimbursed;

Therefore, be it RESOLVED that the attached Expense Reimbursement Form, approved 6/20/2023, shall be used for all expense reimbursements.

Trustee Signature	Trustee Printed Name	Date /
Gines F Valle	JAMES F. VOLK	4505/01/20
Jonas Christoffers	LONA CHRISTOFFER	RS 02/10/2024
wall of white	WILLAM L HOYPER	2/10/2/
anda Sappett	Linda Trappett	Z/10/24

The Secretary of the SVEF certifies that the above is a true and correct copy of the resolution that was duly amended and adopted at a scheduled meeting of the Board

of Trustees on February 10,2024, 2024

Secretary Signature

Linda Trappett
Secretary Printed Name

2/10/14 Date



Sunland Village East Foundation Expense Reimbursement Form

SUNL'A'ND VILLAGE EAST ——FOUNDATION——	Requestor's Nam		From:	Expense Period
	Business Purpo	e:		
		Itemized Expenses		
DATE		DESCRIPTION	CATEGORY	COST
				
			SUBTOTAL	
Note: Mileage reimbursement for personal car = \$0.50/mile		Less Cash Advance		
Don't forget to a	ttach receipts!	10	OTAL REIMBURSEMENT	\$ -
Requestor's Sign	ature		Date	-
Approver's Signa	ature		Date	-

Form approved 6/20/2023.