

FO Reimbursement Process and Policy

Neighborhood Partnerships (NP) will reimburse Oregon IDA Initiative Fiduciary Organizations (FOs) for IDA events and meetings when stated in writing prior to the event. Reimbursement requests will not be granted for events or meetings that are specifically for advocacy purposes.

FO Meetings:

- For individuals traveling over 20 miles one way: NP will reimburse mileage for one car per FO using the current federal mileage reimbursement rate.
- For individuals traveling over 80 miles one way: NP will reimburse lodging for one night per person that attends the meeting.
- For individuals traveling over 200 miles one way: NP will reimburse mileage for one car per FO and up to two nights of lodging per person that attends the meeting, or airfare and a night of lodging (if necessary) per person that attends the meeting.

Rates:

- Mileage: NP will use the current federal mileage reimbursement rate and base reimbursement off the total miles travelled.
- Lodging: NP will reimburse up to \$200 per person per night at the location of your choice. This is a reimbursement, so you are responsible for booking and paying.
- Airfare: NP will cover the full cost of the airfare. This is a reimbursement, so you are responsible for booking and paying.

Reimbursement Request Form

FOs must submit all reimbursement requests within 30 days to NP using this form: <https://www.cognitofrms.com/NeighborhoodPartnerships1/ReimbursementRequestForm>.

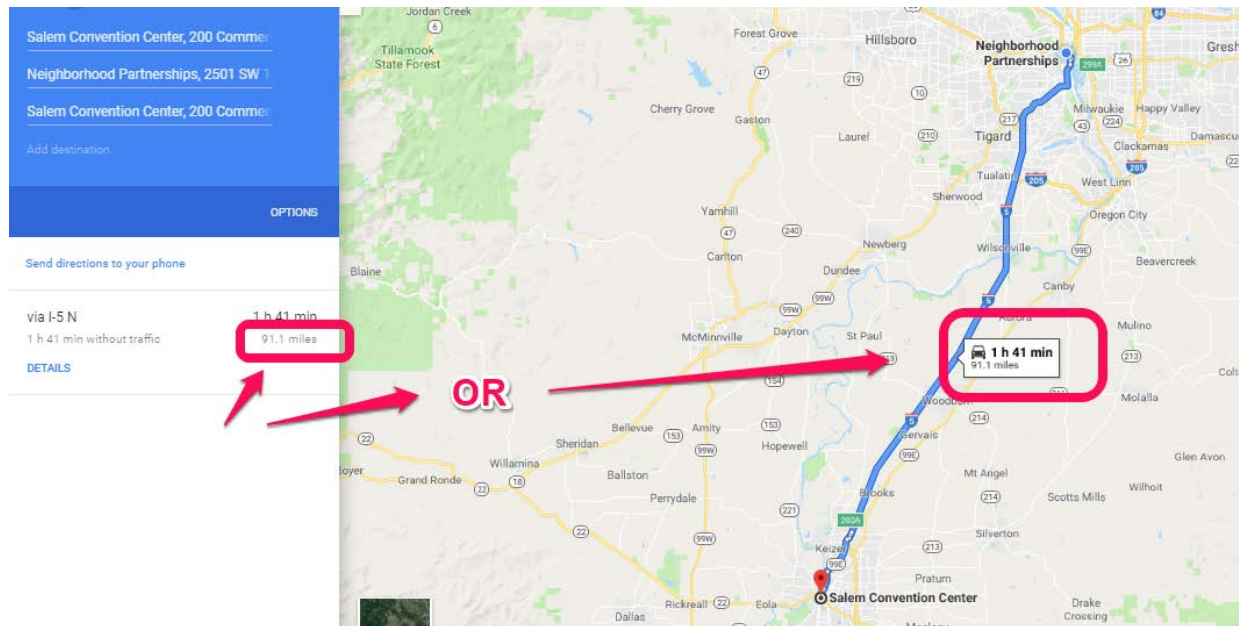
Note: One reimbursement request form should be completed **for each person or organization that NP should reimburse**. For example, if the lodging was paid for by the organization, but you want the mileage reimbursement to go directly to the individual, there should be two separate reimbursement requests: one for the organization and one for the staff member. Reimbursements will be processed by NP within two weeks of the request.

The following fields are required on the reimbursement request form:

- Date of Request
- Purpose: The event for which you are requesting reimbursement (such as July FO meeting, etc.)
- The start and end dates of the event
- Contact Information: The name, email, and phone number of the person requesting the reimbursement
- Make check payable to: Please indicate the individual or organization the check should be paid to and the address NP should mail it to

Reimbursement Section

- **Mileage:** please include
 - The number of miles travelled round-trip
 - Mileage documentation: You must provide a PDF or scan from an online mapping service such as Google, Mapquest, etc, showing the round-trip mileage from point A to point B. See example below:



- **Hotel/Lodging:** please include
 - The hotel/lodging name
 - The hotel/lodging total cost from the receipt. Please do not include any extras from your stay, like food or beverages. Hotel/lodging should cost under \$150 per room unless stated otherwise. If you are having trouble with this limit, please contact NP.
 - Hotel/lodging receipt: The receipt total for the room should match the amount provided under “Hotel Amount from the Receipt” unless the room is over \$150, in which case you can request a reimbursement for the maximum reimbursement of \$200.
- **Other Expenses:** If NP has agreed to cover other costs, use this section. Please provide
 - A description of the expense(s) (example: airfare, parking, dinner, etc.)
 - Other Expense(s) Amount: total of all expenses
 - Receipts for the expenses or scanned copies of parking passes that include the total amount paid
 - Note: reimbursement requests for expenses other than mileage or hotel that were not previously agreed upon by the FO’s Contract Manager may be denied.

If you have any questions about the reimbursement policy, please contact Luke Bonham at lbonham@neighborhoodpartnerships.org.