



Delta Gamma Foundation

Schedule of Allowances 2021-2022

All travelers for the Foundation bear responsibility for cost-effective business travel. While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered during travel. The traveler is expected to apply these guidelines on a conservative basis and to exercise good judgement with all incurred business expenses.

	BOT	Leadership	Foundation Staff
	Maximum	Maximum	Maximum
Airfare Extras (seating or boarding)	\$50.00 per flight	\$50.00 per flight	\$50.00 per flight
Baggage	\$35.00 per flight	\$35.00 per flight	\$35.00 per flight
Dependent Care	\$300.00 per fiscal year	\$300.00 per fiscal year with BOT approval	N/A
Meals*	\$15 for breakfast, \$25 for lunch & \$35 for dinner (including gratuity)	\$15 for breakfast, \$25 for lunch & \$35 for dinner (including gratuity)	\$15 for breakfast, \$25 for lunch & \$35 for dinner (including gratuity)
	Alcohol covered only when hosting a volunteer donor or at a donor event	Alcohol covered only when hosting a volunteer donor or at a donor event	Alcohol covered only when hosting a volunteer donor or at a donor event
Mileage	\$0.50 per mile	\$0.50 per mile	\$0.50 per mile
Parking Fees (airport)	\$80.00 per trip	\$80.00 per trip	\$80.00 per trip
Rental Car** Recommended: Enterprise DG discount XZ38DGF	To be used when mileage reimbursement will exceed cost of rental car and gas	To be used when mileage reimbursement will exceed cost of rental car and gas	To be used when mileage reimbursement will exceed cost of rental car and gas
Tips for Hotel Housekeeping	\$2.00 per day	\$2.00 per day	\$2.00 per day
Cab, Lyft <u>or</u> Uber	Traditional cab, standard Lyft or Uber X are the only service levels that will be reimbursed by the Foundation up to \$60 per trip.	Traditional cab, standard Lyft or Uber X are the only service levels that will be reimbursed by the Foundation up to \$60 per trip.	Traditional cab, standard Lyft or Uber X are the only service levels that will be reimbursed by the Foundation up to \$60 per trip.

*Does not apply to meals with donors

**Please Note: Property & Casualty insurance coverage is provided by Delta Gamma only when renting a car for Delta Gamma business. If driving a personal vehicle, private insurance will apply.