

7th Michigan Volunteer Infantry, Company B., Inc

Policy for Long Distant Event Donation/Reimbursement

The 7th Michigan Volunteer Infantry, Company B., Inc., or any of its subgroups, such as the Fife and Drum Corps or the Ladies Relief Commission, are often asked to participate in events where a donation is made to the corporation. The 7th Michigan Volunteer Infantry, Company B., Inc. is a federally recognized 501(c)(3) income tax exempt, Michigan non-profit corporation (Corporation). Donations to the Corporation help defray its costs for putting on events, mailings, repair, and upkeep of equipment, and sponsorship of special programs such as the flag restoration project. On occasion, the Corporation or subgroups of the Corporation have been asked to travel long distances to an event for which it would receive a donation. In order to help defray member's travel costs and still contribute to the Corporation's treasury, the following event reimbursement policy was developed.

A contract is written from the event sponsor to the 7th Michigan Volunteer Infantry, Company B., Inc.

The event sponsor desires a subgroup of the Corporation such as the Fife and Drum, Civilian, Living History, or Military, to participate at an event. This does not apply to the Corporation as a whole.

The contract is for a minimum \$500.00 donation to the Corporation.

The distance to the event is 600 miles or more round trip.

The donation is made payable to the "7th Michigan Volunteer Infantry, Company B., Inc." and is deposited into the Corporation's account.

Up to 80 percent of the donation will be made available, as equitably as possible, by the Corporation Treasurer for reimbursement to participating subgroup members of the Corporation who traveled to the event based on the submittal of travel expense receipts (including vehicle mileage logs - with reimbursements based on current IRS rate per mile).

The Corporation treasury will retain the funds remaining after the reimbursements are made to the members with travel expense receipts.

Members also may opt, instead of reimbursement, for a letter from the Corporation Treasurer acknowledging the donation. This receipt would not be subject to the 80 percent donation limitation noted above, but would still need to be supported with the submittal of travel expense receipts associated with the trip.

Adopted 02/09/1992

Revised and adopted 04/12/2010