



Delta Gamma

Foundation

Schedule of Allowances 2025-26

FOUNDATION LEADERSHIP

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 judgment with all incurred business expenses.

	Maximum
Airfare Extras (seating or boarding)	\$50.00 per flight
Baggage	\$40.00 per flight
Cab, Lyft or 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.
Dependent Care	\$300.00 per fiscal year with BOT approval
Meals*	\$20 for breakfast, \$25 for lunch & \$35 for dinner (including gratuity)
	Alcohol covered only when hosting a volunteer donor or at a donor event
Mileage	\$0.50 per mile
Parking Fees (airport)	\$80.00 per trip
<u>Rental Car</u> ** Recommended: Enterprise/National Emerald Club DG discount XZ38DCF	To be used when mileage reimbursement will exceed cost of rental car and gas
Tips for Hotel Housekeeping	\$2.00 per day

*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.