

**CONNECT FOR HEALTH COLORADO
BOARD of DIRECTORS
EXTRAORDINARY EXPENSE REIMBURSEMENT POLICY**

Purpose

The Board of Directors of Connect for Health Colorado (“C4HCO”) recognizes that Board Members may be required to incur extraordinary and significant travel expenses from time to time to further the mission of C4HCO. C4HCO’s Board Members serve without pay. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized extraordinary expenses incurred by Board Members. It is the policy of C4HCO to reimburse only reasonable and necessary expenses actually incurred by Board Members of an extraordinary nature Board Members may be required to incur as function of geographic location in Colorado.

When incurring any business expenses Board members should: (i) exercise discretion and good business judgment with respect to those expenses; (ii) be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds; and (iii) report expenses, supported by required documentation, as they were actually spent.

Expense Report

Extraordinary expenses will be reimbursed upon submission of a written Expense Report within two weeks of the incurring the expense and submission of an itemized list of all expenses for which reimbursement is requested, including written receipts from each vendor (not a credit card receipt or statement) showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expense.

For purposes of this Policy an extraordinary expense is defined as an expense or expenses which meets or exceeds a cumulative dollar threshold of \$300 (three hundred dollars) over the course of any two week period as incurred by a Board Member, so long as the incurred expense was required to allow the Board Member to meet his or her obligations given circumstances.

Travel Costs

Reservations for travel should be made as far in advance as possible in order to take advantage of reduced fares when feasible. C4HCO recognizes that required travel on short notice may result in requests for reimbursement based upon available rates and necessity. Board Members may accept and retain frequent flyer miles and compensation for denied boarding for their personal use so long as the lowest cost most reasonable option for air travel is used.