



AEG Foundation Disbursement Policy

GENERAL POLICY ON THE DISBURSEMENT OF FUNDS FOR GRANTS, AWARDS, HONORARIA, AND EXPENSES.

Definitions. In the context of this policy, these definitions apply:

- A *grant* is a sum of money, to be used for a specific purpose, given by the AEG Foundation to an individual or an institution upon approval of a written application.
- An *award (or prize)* is a sum of money and/or trophy or certificate given unilaterally to an individual in recognition of their achievement(s). Examples of awards include a *Distinguished Service Award*, *Distinguished Speaker/Lecturer Award* and a *Lifetime Achievement Award*.
- An *honorarium* is “a payment for a service (such as making a speech) on which custom of propriety forbids a price to be set” (Merriam-Webster.com).
- A *stipend* is “a fixed sum of money paid periodically for services to defray expenses” (Merriam-Webser.com).
- An *expense reimbursement* is a sum of money given to an individual to partially or fully reimburse pre-authorized and documented business expenses made in serving the AEG Foundation.
- An *expense acknowledgement* is a written acknowledgement by the AEG Foundation that certain pre-authorized expenses were incurred by an individual in service to the Foundation, and, to the extent not reimbursed, constitute an in-kind contribution to the Foundation. Persons eligible to receive expense reimbursements and acknowledgements include AEG Foundation Directors, staff, committee chairs and committee members.

Geographic scope of operations. The AEG Foundation is a United States-based public charity incorporated in California. A high proportion of financial support for the Foundation comes from the people of the United States. It is the policy of the AEG Foundation that the Foundation emphasize the making of grants, monetary awards, honoraria and stipends to United States citizens, *bona fide* non-citizen United States residents, and to non-profit scientific organizations and accredited post-secondary educational institutions based in the United States. Recognizing the value of international collaboration and information exchange, the Foundation

will consider, on a case-by-case basis, supporting international speakers who appear in the United States. A monetary disbursement to a foreign national requires a Board motion to approve by at least a two-thirds majority, made in advance of any service. Note: some AEG Foundation funds may have donor-imposed restrictions on geographic scope and/or recipient citizenship that are more restrictive than this general policy.

Method of payment. The AEG Foundation will disburse monetary payments only in United States dollars and only by the use of traceable physical financial instrument, such as an AEG Foundation check or bank-issued negotiable instrument. No such disbursement will be made in cash unless the amount is US \$100.00 or less. In all cases, a written acknowledgement of receipt of the disbursement by the payee will be obtained. For native English-speakers, their endorsement of the Foundation check is sufficient acknowledgement. If a foreign national speaks English as a second language, a separate acknowledgement document might be required, on a case-by-case basis, to document mutual understanding of all aspects of the transaction. The AEG Foundation will, on a case-by-case basis, disburse funds by means of a financial instrument that has time-limited validity.

Tax and Immigration Law Compliance. In compliance with federal and state income tax laws, the AEG Foundation will withhold income taxes from taxable disbursements to individuals (if they are non-exempt). Foreign nationals who receive payment for services rendered in the United States must be authorized to work in the United States by the terms of their visa (unless exempt by a tax treaty between their homeland and the United States).

Adopted at the Meeting of the Board of Directors of the AEG Foundation held on January 10, 2022.



Rosalind Munro,
AEGF Secretary