**Accountable Expense Reimbursement Plan**

Be it resolved, that employees of Seeds of Hope International Partnerships, Inc. be reimbursed for business expenses incurred on behalf of and authorized by the International Director, Administrator or Board of Directors (hereinafter referred to an "authorized business expenses") in accordance with the following criteria:

1. **Business Purpose**
Authorized business expenses covered by this plan must meet the requirements for deductibility as business expenses under Federal tax law. Such expenses must have been incurred by an employee in connection with the performance of services by such employee on behalf of Seeds of Hope;

2. **Adequate Substantiation**
Any employee requesting reimbursement for authorized business expenses hereunder must furnish to the US Accountant or Administrator adequate substantiation of expenses to be reimbursed. Adequate substantiation shall be accomplished by the timely submission to the US Accountant or Administrator of a company expenses reimbursement voucher properly completed in accordance with the substantiation requirements of Federal tax law, together with any relevant documentary evidence required under the substantiation requirement of Federal tax law. Such documentary evidence shall indicate the amount, description indicating the particular nature of the expense, time, place and business purpose or use of any authorized business expenses and any other necessary, related information;

3. **Return of Excess Amounts**
Any employee receiving payment from Seeds of Hope for an authorized business expense incurred by such employee on behalf of Seeds of Hope must return to the US Accountant or Administrator, within thirty (30) days after the incurrence of any such expense, any amount of such payment that exceeds the amount the employee has properly substantiated relating to such expense;

4. **Request for Reimbursement**
Any request for reimbursement for any authorized business expense hereunder must be submitted by any employee within ninety (90) days after the incurrence of such expense by such employee. Any request for reimbursement must be submitted via a properly completed and substantiated Seeds of Hope expense reimbursement voucher and related documentary evidence in accordance with the provision of paragraph (2) above;

5. **Reimbursement of Transportation (Automobile) Expense**
Authorized transportation (automobile) expenses hereunder shall be reimbursed to an employee at the rate of 50 cents per mile for properly substantiated mileage with an authorized company related business purpose;

6. **Reimbursement of All Other Expenses**
All other authorized business expenses hereunder shall be reimbursed in an amount equal to the actual cost thereof incurred by an employee;

7. **Advances**
In limited circumstances, advances of authorized business expenses to be incurred by an employee on behalf of Seeds of Hope may be granted by and at the sole discretion of the International Director or Administrator. The amount of money advanced by the US Accountant or Administrator to an employee MUST be reasonably calculated not to exceed the amount of anticipated expenditures and made on a day within sixty days of the day that the anticipated expenditures are paid or incurred. The employee receiving such advance must substantiate any related expense to the US Accountant or Administrator within thirty (30) days after incurring any such expense and return to the US Accountant or Administrator within thirty (30) days any advanced amount that exceed the amount the employee properly substantiated relating to such expense;

8. **Additional Rules**
Any reimbursement for expenses hereunder shall be payable to an employee by Seeds of Hope either (1) with a check separate and apart from the employee's regular paycheck, or (2) by a separate amount disclosed on the employee's regular paycheck. This plan shall be maintained on a calendar year (i.e., January 1 through December 31) basis and the method of reimbursement enumerated hereunder may not be changed by action of either Seeds of Hope or the employee at any time during a calendar year (i.e., once the method of reimbursement is used, it must be consistently followed for the rest of the calendar year).

9. **Consequences of Failure**
Consequences of failure by an employee to comply with any provision or provisions contained in paragraphs 1 through 8 above may, at the option of the US Accountant or Administrator, render the expenses related to such failure non-reimbursable.

| _____ | _____ | _____ |
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| Signature of Officer | Date | Title |