



DISTRICT 5 REIMBURSEMENT GUIDELINES
(As amended – October 15, 2011)

1. General Information

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for District conference should be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication toll charges, postage, printing, supplies and typing services when incurred for the District.

District payment for hotel accommodations for District Board members shall be one-half of the double occupancy rate except that the District shall pay for a single room (1) when the number of Board members requiring accommodations is uneven and it is not feasible for a Board member to share a room with another Zontian attending the event; and (2) for the District Governor at the District conference and the Board meeting immediately preceding it. If a Board member requests a single room she shall pay the difference between one-half of the double occupancy rate and the single room rate.

Miscellaneous charges (cleaning, telephone, etc.) added to hotel bills are considered personal expenses and shall not be reimbursed. Reasonable amounts for gratuities (maid, bellman, etc.) shall be allowed. Vouchers shall be submitted to the District Governor for approval before any reimbursement by the Treasurer.

Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than May 15 of each year to facilitate closing of the books on May 31.

2. Board Meeting Attendance

Travel by most economical mode of transportation. Tourist class when traveling by air or rail. When traveling by private automobile, sixty percent (60%) of current IRS business per mile plus toll charges and parking will be reimbursed. Airport limousine to hotel/meeting place to be used whenever feasible. Car rental if approved in advance by the District Governor.

Accommodations – double occupancy basis. Single rooms may be requested with officers paying the difference in the rates.

Meals – Meals are to be reasonably priced. Alcoholic beverages are not to be included in the reimbursable meal price, but gratuities are included. Receipts for meals should be submitted for reimbursement.

Half of the transportation expenses, additional hotel charges if any, and all meals incurred in attending pre-and post-conference Board meetings shall be charged to Board meeting expense and paid by the District Treasurer.

Attendance at pre-and post-conference Board meetings shall be reimbursed for the District parliamentarian as outlined above. Expenses of the District parliamentarian for attendance at other Board meetings as requested by the District Governor shall be reimbursed as outlined above.

3. District Conference Attendance

Conference registration, hotel and conference meals for District Board, District parliamentarian and International Representative shall be paid by the District from conference funds.

Half of the transportation expenses for the District Board shall be charged to the conference and paid by the District Treasurer.

4. Club Visits

Area directors shall make at least two (2) official visits to each club in their area each biennium. The official visit shall be a club business meeting only. Area directors will be reimbursed for official visits as for Board meetings, except that if the area director must incur hotel expense at a single occupancy rate, this rate shall be reimbursed. The cost of the area director's meal at the official club visit shall be paid by the club being visited. It is preferred that the hostess club provide lodging, if needed, for the area director whenever possible.

Additional official club visits by the area directors or visits to clubs by other officers shall be approved in advance by the District Governor.

Visits to act as installing officer at a club's installation program shall be reimbursed as previously outlined. The cost of the installing officer's dinner shall be paid by the club visited.

Attendance at charter presentations shall be reimbursed for the District Governor or her designee and for the current area director. Previous area directors may be reimbursed with prior approval by the District Governor.

5. International Convention

It is recommended that each club within the District represented by a proxy vote at International Convention financially recognize, through a modest subsidy, that proxy bearer. The amount would be agreed upon at the District level and along with a copy of the Convention Delegate Proxy Certificate sent to the proxy bearer by the club, a check to indicate good faith would be included. District 5 sets this amount at one hundred dollars (\$100.00).

6. District Conference

District funds available for conference expenses are provided by the conference assessment for each member. If requested by the host club, up to two thousand five hundred dollars (\$2,500.00) will be provided as start-up funds.

The District Conference registration fee for one (1) delegate from a newly organized club shall be paid from District Conference funds. Said conference shall be the first one that occurs after chartering.

Reimbursement for conference-related expenses:

Reimbursement to the host club for District Conference expenses other than those covered by the registration fee (see Rule of Procedure 10) shall be paid from the District Conference fund; the start-up funds referenced in paragraph 3. a. are to be used for this purpose. It is expected, however, that the registration will cover all District Conference expenses.

- (a) Reimbursement to District Officers for District Conference planning expenses, such as postage, telephone and copying
- (b) The District Governor's and District Governor-Elect's travel expenses involved in planning the District Conference
- (c) The Lieutenant District Governor's travel expenses involved in planning the next biennium's District Conference and
- (d) The Lieutenant District Governor's and Lieutenant District Governor-Elect's travel expenses incurred to assist the District Governor/District Governor-Elect in planning a District Conference, shall be paid from District Conference expenses.

7. Area Meetings

All area meetings must be self-supporting with the exception that registration fees, meals, travel and room expenses when necessary for the sponsoring area directors and for the District Governor or her designee, or any others designated by the District, shall be paid from District funds.