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## **District 7 REIMBURSEMENT INFORMATION**

### **DISTRICT BOARD, PARLIAMENTARIAN, AND COMMITTEE CHAIRS**

#### **1. Expense Payments**

- a) Vouchers
  - 1) Expense vouchers must be itemized with receipts attached.
  - 2) A request for advances or for reimbursement by a Zontian must be submitted by voucher to the Governor for approval before funds are disbursed by the Treasurer.
  - 3) Vouchers should be submitted as soon as possible after the expense is incurred, with the exception of small expenses of Committee Chairmen. All expenses should be submitted by May 15 to facilitate closing the books on May 31.
- b) Reimbursable Expenses
  - 1) Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telephone, FAX, postage, printing, supplies, and meals—excluding alcoholic beverages—where incurred for District business.
  - 2) Miscellaneous charges (cleaning, personal telephone calls, etc.) added to hotel bills are considered personal expense and shall not be reimbursed.

#### **2. Board Meeting Attendance**

- a) Transportation
  - 1) Air or rail should be by tourist class.
  - 2) Automobile mileage will be paid at \$.25 per mile, plus tolls and parking fees.
  - 3) A hotel shuttle is to be used whenever possible. Taxis may be used for short trips to meeting places.
  - 4) Car rental may be reimbursed if approved in advance by the Governor.
- b) Accommodations
  - 1) Rooms will be assigned by the governor on a minimum of double occupancy basis when applicable.
  - 2) Single rooms may be requested provided the person making the request agrees to pay the difference in rate.
- c) Meals
  - 1) Expenses will be kept at a reasonable cost. Reimbursement for personal meal expenses will fall within District Reimbursement Guidelines.
- d) Expenses of the District Parliamentarian for attendance at board meetings at the request of the Governor shall be reimbursed as outlined above.

#### **3. Pre- and Post-Conference Board Meetings**

- a) Any additional hotel charges, transportation expenses, and all meals incurred in attending pre- and post-Conference Board meetings shall be charged to Conference expense.
- b) Attendance at pre and post Conference Board meetings shall be reimbursed for the District Parliamentarian as outlined above.