

**DISTRICT 7**  
**REIMBURSEMENT INFORMATION**  
**FOR DISTRICT BOARD, PARLIAMENTARIAN, AND COMMITTEE CHAIRS**

District board members, district parliamentarian, and committee chairs can be reimbursed for expenses incurred for conducting district business, such as travel to district board meetings, Area meetings (other than their own Area), or club meetings (other than their own club), and for expenses in support of such activities. Members are expected to arrange the most efficient means of travel, consider the total cost involving special rates and accommodation, and be mindful of the amounts allocated in the biennium budget. All members are expected to be prudent and use discretion when expending district funds for any expense not specifically covered herein.

For expenses that are not reimbursed, members are encouraged to submit in-kind donation forms to document their contributions and to help reflect the full cost of district activities.

Board and committee chairs are encouraged to attend other Zonta events. However, only individuals who have an official role at those events, have budgeted funds, and have prior approval of the Governor shall have their expenses considered for reimbursement.

**1) Reimbursable Expenses:**

i) Travel:

- (a) Automobile mileage will be paid at \$0.67 per mile, plus tolls and parking fees. Carpooling is encouraged.
- (b) Air or rail travel should be economy class. If a higher class is booked, only economy rate will be reimbursed. Vouchers should include proper proof of the economy cost rate on the day of ticket purchase to document the amount that would be reimbursable.
- (c) A hotel shuttle is to be used whenever possible. Costs for Uber, Lyft, or taxis will be reimbursed for short trips to meeting places.
- (d) Car rental for travel between airport and meeting location may be reimbursed, with prior approval, if the need is justified, e.g., by distance between airport and meeting location, or need to have a vehicle for support of the district business around the meeting location.

ii) Accommodations and meals:

- (a) Double-occupancy is encouraged whenever possible for the best use of district funds. Accommodations will be reimbursed at half of room cost. The other half can be reported as an in-kind donation.
- (b) Miscellaneous charges (dry cleaning, valet services, room safe, personal telephone calls, etc.) added to hotel bills are considered personal expenses and shall not be reimbursed.
- (c) Reasonable cost of meal and beverage expenses will be reimbursed with receipts. Purchase of alcoholic beverages are considered personal expenses.

iii) Other expenses:

- (a) Other reimbursable expenses, such as postage, printing, flowers or other items for recognition of a member, and meeting supplies, can be reimbursed when incurred for district business. Such expenses that exceed \$25 require prior approval of the district board.
- (b) Registration costs for attendance at Area meetings, club meetings, or Fall Conference are not covered as reimbursable expenses.

**2) Expense Payments -- Vouchers**

- i) A request for reimbursement by a Zontian must be submitted by voucher to the Governor for approval before funds are disbursed by the Treasurer.

- ii) Expense vouchers must be itemized with receipts attached. Fillable expense voucher forms can be downloaded from [www.zontadistrict7.org](http://www.zontadistrict7.org) → Club Resources. A similar fillable form for in-kind donations for expenses that are not reimbursed but were incurred for district business is also available there and should also be submitted to the District Treasurer so such donations can be tracked.
- iii) Vouchers should be submitted as soon as possible after the expense is incurred, with the exception of small expenses (<\$25) of board members or committee chairs. All expenses should be submitted by May 15 to facilitate closing the books on May 31 each year.

**3) District board meetings at Fall Conference (odd years) and cross-over board meeting (even years)**

- a) Travel and accommodations by district board members and parliamentarian for attendance at Fall Conference shall be charged as Fall board meeting expense. Estimated expenses should be submitted to the Governor one month in advance to ensure all reasonable expenses can be covered for all attending.
- b) As above, double-occupancy is encouraged whenever possible for the best use of district funds. Accommodations will be reimbursed at half of room cost. The other half can be reported as an in-kind donation.
- c) An extra hotel night immediately before or after an in-person board meeting may be needed to attend pre- or post-conference board meetings, beyond the main fall conference schedule. Such additional lodging nights and meals will be covered as part Conference expenses, with prior approval of the Governor.
- d) All other reimbursement guidelines as outline above apply.

**4) Area meetings**

- a) The Governor's expenses for all Area meetings will be reimbursed, following guidelines above, as part of the Governor's budgeted general expenses.
- b) The Lieutenant Governor's expenses to Area meetings, outside of their own Area, can be reimbursed, following guidelines above, as part of the Lieutenant Governor's budgeted general expenses. Expenses to attend their own Area meeting will not be reimbursed.
- c) Other board and committee members shall attend their own Area meeting at their own expense.

**5) Club creation activities – Lieutenant Governor and Club Creation Committee**

- a) Application for funds for club creation actions and events shall be submitted to the Governor in advance for approval by the district board, including description of all anticipated expenses.
- b) Travel and accommodations incurred by district board members or committee members involved in the club creation event will be reimbursed, following the guidelines in sections 1 and 2 above.
- c) Following the event, a request for reimbursement by voucher by the Lieutenant Governor or Club Creation Committee Chair shall be submitted to the Governor for approval before funds are disbursed by the Treasurer.
- d) If funds >\$500 are needed in advance to secure a venue or speaker for an event, the request must be approved by the district board before the advance is disbursed by the Treasurer.