



Reimbursement Guidelines for District 14 updated at boardmeeting in Salzburg, April 18th, 2015

The following expenses will be reimbursed by the District from the District fund

Board meetings:

- Travel expenses
- Accommodation costs
- One meal in connection with the board meeting

District Conference:

- Travel expenses
- Accommodation costs
- Registration fee for all board members
- Registration fee for the nominating committee chair person and Foundation Ambassador and the chairs who are reporting at the District Conference

Convention

For Governor and Governor Elect:

- Travel expenses
- Accommodation costs
- Registration fee
- Gala Dinner (if there is the pin change during the dinner)

For Foundation Ambassador and Incoming Area Directors

- Registration fee (if they are not delegates of their clubs)

International Award presentation such as Amelia Earhart, YWPA, and Jane M.Klausman to the governor or her designee:

- Travel expenses
- Accommodation costs
- Meals are on the expenses of the club



Area directors club visits

- Travel expenses: Area directors do not have a specific budget for traveling. The budgeted amount per biennium to refund them from will be allocated according to the number of clubs and distances and the means of travel necessary.
- Accommodation: If possible they should make use of open Houses

Area Meetings

Reimbursement for Governor or her designee and Areadirectors

- Travel expenses
- registration fee
- accomodation

Charter presentations for Area director and Governor or her designee:

- Travel expenses
- Accommodation costs

Reimbursements board for e-mail, phone etc. shall be done per business year as follows:

Governor: EUR 370,00
all other board member: EUR 70,00
Foundation Ambassador: EUR 1000,00

Additional travel activities and expenses for extra-ordinary traveling need the formal approval of the D14 board.

The reimbursements of all board members have to be signed by the Governor; the Governor's reimbursements will be signed by the Lt. Governor.



Additional support as subsidies to travel expenses

for international conventions, district conferences and others out of the solidarity fund shall be given to clubs in need and young clubs in their first biennium according to the board's decision.

The reimbursement guidelines or changes of them need to be approved by a 2/3 majority of the board of district 14.

To the extent possible, every effort should be made to benefit from reduced fares and home hospitality offered by local Zontians.

Guidelines for the submission of the costs to be reimbursed:

- A signed and dated reimbursement form (debit note will be available on the home page of D14 or via e-mail by the treasurer)
- With original travel documents, such as air tickets + boarding card railway tickets etc.
- Paid bills for hotel accommodation
- **If authorization by the Governor for car, written approval of the Governor**

Submission must be turned in within 4 weeks after the event