

POLICY – 13

Fiscal Policy for Official District and International Meetings

Mid year Board meeting

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle.
- b. Accommodation: cost of one half twin-bedded room for one night (if Officer wants single accommodation, then that Officer bears the expense for the difference). Conference Chairperson’s accommodation should be included if attendance required. If billeting is available then this should be accepted
- c. Food: \$35.00 per day or actual meal expense, whichever is less, if budget permits

Pre and Post Conference Board Meetings

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle.
- b. Accommodation: cost of one half twin-bedded room for one night (if Officer wants single accommodation, then that Officer bears the expense for the difference) where travel schedule requires additional overnight cost.
- c. Food: \$35.00 per day or actual meal expense, whichever is less, if budget permits.

District Chairperson Mid-year Meeting (if scheduled)

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle. Meetings to be held at the most economical location.
- b. Accommodation: cost of one half twin-bedded room for one night (if Officer wants single accommodation, then that Officer bears the expense for the difference) If billeting available then this should be accepted

Club Visits or other District Business Trips

As assigned or approved by the Governor shall be paid as follows:

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle.
- b. Accommodation: moderately priced hotel or motel, or billeting if appropriate.
- c. Food: \$35.00 per day or actual meal expense, whichever is less, if budget permits. A Club visit which includes a meal is the local Club’s responsibility.

If a District Officer is invited to attend an installation, birthday party etc ; cost of travel and accommodation is borne by arrangement between the Club and the individual.

Area Membership Training Days

Leaders expenses shall be paid as follows:

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle.

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- b. Accommodation: moderately priced hotel or motel, or billeting if available.
 - c. Registration: complimentary, including meal
 - d. Registration fees for the Area Membership Training Day shall be determined by the Area Officer with the approval of the District Governor and shall be sufficient to defray all expenses excluding the travel of the designated workshop leader which will be paid by the District
 - e. Where District Chairpersons are required to attend an Area Membership Training Day outside their area, their expenses shall be paid from the registration fees.
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District Governor

Expenses paid by District

Expenses to be paid by the District:

- a. One night's accommodation expenses either side of the Convention.
 - b. Accommodation for the duration of Convention – one half cost of twin-bedded room (if single desired, the Governor assumes difference in cost)
 - c. Food: actual cost per day allowance for the duration of the Convention, up to a maximum of \$US35.00, receipts required
 - d. Expenses incidental to the trip
 - e. Entertainment allowance of \$US75.00
 - f. Convention registration
 - g. In the event of a reduction in the International allocation for reimbursement, District Fifteen will accept the responsibility for the shortfall in clauses (b) – (d) relating to Governor of District Fifteen
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Governor Elect

Expenses paid by District

- a. When the Governor-Elect is required to attend International Governor-Elect Training, International Policies take precedence for reimbursement of travel, accommodation and expenses.
 - b. The District may cover any shortfall of expenses for attendance at International Governor Elect Training. Expenses are limited to 1/2 room rate, travel and up to maximum of \$US35.00 per day for sustenance.
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International Representation

That where existing finance allows District Fifteen assists financially, representatives who are elected to International positions, including Foundation, where individuals are required to meet expenses to attend meetings, the level of such assistance to be determined by the District Board.

District Leadership

When travel by the Governor or their alternate is required for attendance in a leadership capacity at, for instance, a Past Governor's funeral, or celebratory event, costs shall be paid as follows:

- a. Travel: Air fares, discounted where possible, or actual cost of fuel and reimbursement of fees incurred for parking or garaging a vehicle.
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- b. Accommodation: moderately priced hotel or motel, or billeting if appropriate.
 - c. Food: \$30.00 per day maximum or actual meal expense, whichever is less.
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Funding:

Funds will be allocated in the Budget to cover Leadership and Training Day expenses. These funds may come from Dues, Conference surplus or non-dues revenue (e.g. Altraveller, Buzz Channel etc).
