

POLICY – 13	Fiscal Policy for Official District and International Meetings
Mid-year Board Meeting	<ul style="list-style-type: none"> 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 District Board member wants single accommodation, then that District Board member bears the expense for the difference). If billeting is available, then this should be accepted. Where travel schedule requires, an additional night accommodation will be provided with the permission of the District Board. c. Food: Where meals are not otherwise provided the District Board member may claim up to \$20 for breakfast, \$25 for lunch and \$45 for dinner. Note that these meal costs may include beverages.
Pre and Post Conference Board Meetings	<ul style="list-style-type: none"> 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 District Board Member wants single accommodation, then that District Board Member bears the expense for the difference) where travel schedule requires, an additional night accommodation will be provided with the approval of the District Board.. c. Food: Where meals are not otherwise provided the District Board member may claim up to \$20 for breakfast, \$25 for lunch and \$45 for dinner. Note that these meal costs may include beverages.
Club Visits or other District Business Trips	<p>As assigned or approved by the Governor shall be paid as follows:</p> <ul style="list-style-type: none"> 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: If billeting is not available, the Board member may claim expenditure up to \$180 for one night's accommodation. c. Food: Where meals are not otherwise provided the District Board member may claim up to \$20 for breakfast, \$25 for lunch and \$45 for dinner. Note that these meal costs may include beverages. A Club visit which includes a meal is the local Club's responsibility. d. If a District Board member is invited to attend an installation, birthday party etc; cost of travel and accommodation is borne by arrangement between the Club and the Board member.
Information, Fun and Friendship (IFF) Days	<p>Leaders expenses shall be paid as follows:</p> <ul style="list-style-type: none"> 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: Where billeting is not available, the organising Board member may claim expenditure up to \$180 for one night's accommodation. . c. Registration for the organising Board member is complimentary (including meal) d. Registration fees for the IFF Day shall be determined by the organising District Board member (in accordance with IFF Day guidelines) with the approval of the District Governor and shall be sufficient to defray all expenses excluding the travel of the organising Board member which will be paid by the District. e. Where District Board members and District Chairpersons are required by the organising District Board member, to attend an IFF Day outside their area, their expenses shall be paid from the registration fees.
District Governor Expenses For	<p>Expenses to be paid by the District:</p> <ul style="list-style-type: none"> a. One night's accommodation expenses either side of the Convention.

<p>International Convention paid by District</p>	<ul style="list-style-type: none"> 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, where meals are not otherwise provided as part of Convention., receipts required. d. Expenses incidental to the trip, including parking, airport transfers to and from home and convention venue. e. Convention registration.
<p>Governor Elect Expenses for Governor Elect Training paid by District</p>	<ul style="list-style-type: none"> 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 (including parking, airport transfers to and from home and training venue), and food, actual cost per day allowance for the duration of the training, where meals are not otherwise provided as part of the Training, up to a maximum of \$US35.00 per day, receipts required.
<p>District Leadership</p>	<p>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 (e.g charter dinners or 50th Birthday celebrations), costs shall be paid as follows:</p> <ul style="list-style-type: none"> 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: If billeting is not available, the Board member may claim expenditure up to \$180 for one night’s accommodation. c. Food: Where meals are not otherwise provided the District Board member may claim up to \$20 for breakfast, \$25 for lunch and \$45 for dinner. Note that these meal costs may include beverages.
<p>Funding</p>	<p>Funds will be allocated in the Budget to cover Leadership and IFF Day expenses. These funds may come from Dues, Conference surplus or non-dues revenue.</p>