

XIV REIMBURSEMENT POLICIES (Renumbered August 2010)

A. DISTRICT OFFICERS FOR EXPENSES IN CONNECTION WITH DISTRICT WORK

- 1) Board Meetings (including Pre and Post Conference), Club Visits, Workshops, and other District Eleven business.
 - a) Air travel within District Eleven should be done as economically as possible; and with the least amount of change/cancellation fees imposed by the airlines. Unused airline tickets are to be used only for District Eleven business.
 - b) Any frequent flier rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member.
 - c) Mileage to be paid at \$0.45/mile AFTER the first 50 miles traveled when personal car is used.
 - d) Housing: One-half of double room to be reimbursed. If Officer requests single accommodation, said Officer is responsible for the difference in rate.
 - e) Meals: Per Diem rate of \$30.00/day for approved meals (\$5.00 – Breakfast, \$10.00 – Lunch, \$15.00 – Dinner).
 - f) Car rental: Car rates should be compared between the car rental companies, and the most economical rate should be chosen. Size of car is dependent on number of travelers. No mileage is paid when car is rented, but actual fuel cost with receipt will be reimbursed.

B. DISTRICT CHAIRMEN FOR EXPENSES IN CONNECTION WITH DISTRICT WORK:

- 1) Board Meetings, Club Visits, Workshops, and other District Eleven business when called for and approved-
 - a) Air travel within District Eleven should be done as economically as possible; and with the least amount of change/cancellation fees imposed by the airlines. Unused airline tickets are to be used only for District Eleven business.

- b) Any frequent flier rewards earned while traveling on District business should be used for future District business travel by either the original traveler or designated to another Board member or Chairman.
- c) Mileage to be paid at \$0.45/mile AFTER the first 50 miles traveled when personal car is used.
- d) Housing: One-half of double room to be reimbursed. If Chairman requests single accommodation, said Chairman is responsible for the difference in rate.
- e) Meals: Per Diem rate of \$30.00/day for approved meals (\$5.00 – Breakfast, \$10.00 – Lunch, \$15.00 – Dinner).
- f) Car rental: Car rates should be compared between the car rental companies, and the most economical rate should be chosen. Size of car is dependent on number of travelers. No mileage is paid when car is rented, but actual fuel cost with receipt will be reimbursed.

C APPROVAL OF EXPENSES FOR REIMBURSEMENT:

- 1) All reimbursements are made after receiving appropriate receipt(s). Any submitted expenses (budgeted or not budgeted) over the amount of \$400.00 per Officer/Chairman needs Board Approval.

D DISTRICT CONFERENCE EXPENSES (Paid out of Conference Budget)

- 1) Officers – Upon approval of the Conference Finance Chairman and the Governor, conference fee and housing will be paid pursuant to the District reimbursement policies from conference funds. Travel and lodging for the night of the pre-conference board meeting will be paid by District funds. For the duration of the conference, the cost of meals not covered by the registration fee will be borne by the officer.
- 2) District Chairmen – Upon approval of the Conference Finance Chairman and the Governor, reasonable conference expenses for Chairmen who have actively participated in the planning of and presided at their corresponding workshops may be paid on a pro-rated basis from any surplus conference funds.

- 3) All Conference work-shop related supplies will be reimbursed up to \$50.00 per session with receipts. Any amounts greater than the allotted amount must be pre-approved by the District Governor.
- 4) Conference Chairman – Conference registration and cost of one half a double room for three (3) nights will be paid. If the Conference Chairman requests a single room, it is the chairman's responsibility to pay the difference in rate.
- 5) Any conference surplus will be restricted to the Revitalization & New Club Building Fund, at the discretion of the District Board. Any conference shortage will be deducted from the Revitalization & Club Building fund. (Revised 4/12/2010)

E. INTERNATIONAL CONVENTION EXPENSES / REIMBURSEMENTS

- 1) The registration fee for attending Altrusa International Convention will be paid for one (1) person from the District Board of Directors (the Governor, if attending). If the Governor is not able to attend, the registration fee will be paid for an elected Board member to attend International Convention.
- 2) All other expenses that occur in regards to International Convention is the responsibility of the Convention attendee.