

REIMBURSEMENT GUIDELINES DISTRICT 4 ZONTA INTERNATIONAL

Date of adoption: May 10, 2014

GENERAL INFORMATION

Expense vouchers must be itemized and have receipts attached. Vouchers must be submitted within 90 days.

A. CONVENTION EXPENSES

Expenses for the incoming and outgoing Governor shall be paid for:

- Flight (economy class)
- Hotel accommodation-one half (1/2) of the double occupancy rate.
- Registration Fees

B. DISTRICT CONFERENCE EXPENSES

District payment for hotel accommodations for:

1. Area Directors, Lieutenant Governor, Treasurer, Secretary, and Parliamentarian shall be one half (1/2) of double-occupancy rate.
2. Governor is entitled to single room.
3. Conference fees are paid for all board members stated above in (1 and 2).

C. BOARD MEETINGS

Mileage, as per **US IRS guidelines**, will be paid by District for attendance at all District 4 Board Meetings, including the Board Meeting held at District Conference. This reimbursement is for Governor, Lt. Governor, Area Directors, Treasurer, Secretary, and Parliamentarian. (Car-pooling is encouraged).

District provides lunch and refreshments for all attendees at all District 4 Board Meetings.

D. SPRING WORKSHOPS

The hosting club's Spring Workshop budget should accommodate all necessary expenses including facilities' cost, lunch, refreshments, materials and any honorarium associated with the keynote speaker.

Registration fees for Governor, Lt. Governor and Treasurer will be paid from the District budget for workshops outside their area.

Registration fees and travel expenses, which include mileage and hotel, for speakers/presenters from District Zonta clubs for workshops that are out of their area will also be paid from the District budget.

E. AREA PRESIDENT'S MEETING

Area Directors will be reimbursed for mileage and meals, where required, as well as for material expenses up to the amount approved in the District budget.

F. CLUB VISITATION

Host club is responsible to provide meal and accommodations, where required, for visiting dignitaries.

G. OTHER

Expenses not covered by above will need to be presented for approval to the Governor. The governor will need to seek District 4 Board approval for items exceeding **\$500.00**.