



ZONTA
INTERNATIONAL
DISTRICT 28
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Reimbursement Guidelines District 28

1. General Information

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for conferences shall be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication charges, postage, printing, supplies and typing services when incurred for the district.

District payment for hotel accommodations for district board members shall be one-half of the double occupancy rate except that the district shall pay for a single room (1) when the number of board members requiring accommodations is uneven and it is not feasible for a board member to share a room with another Zontian attending the event; and (2) for the governor at the district conference and the board meeting immediately preceding it. If a board member requests a single room, she shall pay the difference between one-half (1/2) of the double occupancy rate and the single room rate.

Miscellaneous charges (cleaning, telephone, etc.) added to hotel bills are considered as personal expenses and shall not be reimbursed. Reasonable amounts for gratuities (house cleaner, bellman) shall be allowed.

Vouchers shall be submitted to the governor for approval before any reimbursement by the treasurer.

Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than May 15 of each year to facilitate the closing of the books on May 31.

Printing and communication costs shall be reimbursed to

- Governor with € 60.- per month without proof
- Treasurer with € 20.- per month without proof

2. District Officers

District Board Meetings

Attendance of District Board meetings are obligatory for Governor, Lt. Governor, Treasurer, Area directors and Secretary.

If the governor thinks it is appropriate, she might invite District Committee Chairmen.

Reimbursed are travelling costs by most economical mode of transportation, either by public transportation (tourist class), or by car per km (0.3 €) plus toll charges and parking. Accommodations – double occupancy basis; meals as governor thinks appropriate.

District Conference

Attendance of District Conference is also obligatory for the above-mentioned District Officers, District Secretary, District Parliamentarian and District Nominating Committee Chairman. District Committee Chairmen attendance is limited to special invitation of Governor.

Reimbursements for District Conference related expenses are:

1. Registration, transportation, hotel and conference meals, etc.
2. Expenses of the International Representative are paid by the District (single hotel room, all meals, registration, but not her travelling costs).
3. District Board Meeting immediate prior to District Conference: rent of appropriate conference room, all board meeting related expenses are paid by the district from District Conference funds; exception half of transportation expenses are charged to District Board meetings funds.

Reimbursement to the host club for the conference (or other district-wide events such as district seminars) other than those covered by the registration fee, such as printing and postage, shall be paid from the respective conference fund.

ZI Convention

Registration fees, travelling costs, hotel accommodation, meals and other related costs for governor and incoming governor shall be paid by the district.

Area Meetings

Registration fees, travelling costs, hotel accommodation and meals for the Governor or her designee shall be paid by the district funds.

Basle, April 1, 2017

Angelika Lange

Parliamentarian District 28 (2016-2018)