



## Proposal to District Conference regarding Reimbursement Guidelines for D28

### Background

The current reimbursement guidelines date from 2017. With the developments of recent years and particularly during the pandemic crisis, the current District Board saw a need to propose changes to the reimbursement rules to take into account those developments. There are two main drivers which led the Board to propose a number of changes: on the one hand, the declining number of members leads to a decrease in membership fees. On the other hand, the pandemic has taught us that meetings can be efficiently held online. While the first development has been a slow but steady development over the past decade, the latter has brought more efficiency to the management of the District. While it certainly is desirable and even necessary to meet in person, it is also evident that the possibilities of the digital world need to be acknowledged and used to the benefit of the organization.

### Proposal

The following changes are proposed to the Reimbursement Guidelines of D28:

| # | Current provision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Printing and communication costs shall be reimbursed to<br>° Governor with € 60.- per month without proof<br>° Treasurer with € 20.- per month without proof                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Deleted without replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | Rationale: Printing and communication the past and current Governors and Tre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | cost have become so insignificant that surers have not claimed the allowance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2 | 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. | District Board members are encouraged to share hotel rooms or use offers from sharing platforms. District payment for hotel accommodations for district board members shall be one-half of the double occupancy rate. For the Governor and the Lt. Governor, the cost for a single room shall be reimbursed.<br><br>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. Receipts for miscellaneous expenses are required to allow reimbursement |



|   |                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>Rationale: It is often more economical and more convenient to use a sharing platform like AirBnB to find suitable accommodation. With the proposed change, it is clarified how these cost for accommodation are reimbursed.</p>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3 | <p>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.</p>                              | <p>Reimbursed are travelling costs by most economical mode of transportation. Regardless of the mode of transportation chosen, for all officers the maximum amount reimbursed will be the train ticket, when purchased at the earliest date possible. For train travel of three hours or less, the second class fare is reimbursed; for train travel of more than three hours, the first class fare shall be reimbursed. If the Governor and the Lt. Governor, based on their travel plans of the biennium, come to the conclusion that a half-price ticket (Switzerland) or the 25% BahnCard first class (Germany) or the equivalent pass (Italy) will reduce their overall travel cost, 2/3 of the price of the respective travel card shall be reimbursed. In case air travel is the most economical and time efficient way of travel, the price of an economy ticket, booked as early as possible, shall be reimbursed.</p> |
|   | <p>Rationale: In order to encourage train travel as the most environmentally friendly way of travelling, the cost for travelling reimbursed shall, in principle, be based on the cost for train tickets. If train travel is not feasible or very time inefficient, air travel shall be reimbursed.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4 | <p>Formal changes regarding titles and subtitles to group information into general information, accommodation, travel and reimbursement for Zonta events.</p>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   | <p>Rationale: Ease of reading of the guidelines</p>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



ZONTA  
INTERNATIONAL  
DISTRICT 28

## Request for decision by Delegates

The District Board therefore proposes to the delegates of D28 to approve the proposed changes to the Reimbursement Guidelines of District 28 as outlined above.

Marburg, 26 June 2023

For the District Board D28

A handwritten signature in blue ink, appearing to be 'CD'.

Christine Dersch  
Governor

A handwritten signature in blue ink, appearing to be 'K. Laubacher'.

Kathrin Laubacher  
Lt Governor