

B. DISTRICT GOVERNOR EXPENSE REIMBURSEMENT POLICY

District governors may request reimbursement for the following activities. All travel must be made by the most economical means.

1. REIMBURSABLE EVENTS

a. CLUB VISITATION

To successfully manage the district, the district governor is expected to personally contact each club president during his or her term in office. It is also encouraged that each club (and when appropriate recently cancelled clubs) be visited by the district governor, first vice district governor or second vice district governor once every year to facilitate successful administration of the club.

The district governor or approved first vice district governor or second vice district governor may be reimbursed for the expenses related to one official annual visit to each club in the district and two additional visits to clubs given priority designation. Reimbursement for any visit to clubs other than clubs given priority designation that have already been visited during the fiscal year requires the authorization of the District and Club Administration Division. Visits cannot exceed one day's duration.

The purposes of a club visitation are to:

- (1) Promote membership growth, leadership development and service activities within the club.
- (2) Explore, together with club members, the future membership and leadership growth plans.
- (3) Discuss challenges and possible opportunities for improvement.
- (4) Encourage clubs to function within the rules and policies of the association and conduct meaningful humanitarian service.
- (5) Convey the messages from the international president, the board of directors, and the district.
- (6) Encourage and assist with the reinstatement of clubs that are in financial suspension, status quo or have been cancelled within the previous 12 months.

Organizational Visits – In addition to the annual visit, expenses will also be reimbursed for visits to clubs in the process of organization, but not yet chartered, not to exceed two visits per prospective club.

b. MEETINGS TO SUPPORT DISTRICT ADMINISTRATION

District Governors may also be reimbursed for the following events:

District Meetings – Up to six meetings which may include club officer orientation (held within 60 days prior to or after June 30th), cabinet meetings, the district convention and/or district membership and/or leadership development meetings. These meetings should not exceed two days and two nights each.

Multiple District Meetings – Up to three multiple district functions which may include council meeting, multiple district conferences, multiple district conventions, or multiple district GMT, GLT, and club quality program meetings. These meetings should not exceed three days and three nights each.

Expenses related to the planning, organization or promotion of district and multiple district functions cannot be submitted for reimbursement.

Trips to district meetings outside the district or trips to multiple district meetings outside the multiple district require the authorization of the District and Club Administration Division.

c. HOSTING AN INTERNATIONAL PRESIDENT OR VICE PRESIDENT

The district governor may submit his or her expenses for an additional club visit or district meeting for which an International President or Vice President is attending. The expenses are limited to the expenses allowed for the said club visit or district meeting as noted above.

2. BUDGET CALCULATION

The district governor will be provided a budget annually to subsidize the costs for annual club visits, new club organization and meetings for the purpose of district and multiple district administration. District governors may request an increase in the allowable

budget by submitting the “*District Governor Request for Budget Increase Worksheet*”. All budget increase requests must be received by March 31st to be considered.

The reimbursement is limited to the allocated amount. To maximize the budget allocated, district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events, visit multiple clubs in any one day when possible and combine district and multiple district meetings. The district governor may also delegate club visits to his/her vice governors who may be located closer to the club.

3. SUBMISSION OF CLAIMS

a. Official Form

Expense claims must include a District Governor's Meeting/Club Visitation Report for each meeting and be submitted on official forms, properly itemized, columns totaled. All claims must be accompanied by the appropriate documentation such as original receipts, and canceled tickets where required. Note facsimile and electronic copies may be acceptable unless otherwise instructed.

b. Governor's Representative Claim

Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with 1.a. above. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.

c. Deadline

Claims must be submitted monthly, by the 20th of the following month (i.e. July claims re due by August 20th). If claims are received more than 60 days or later after the deadline, they will not be considered or allowed.

Month	Claim due	Deadline for submission
July	August 20th	October 20th
August	September 20th	November 20th
September	October 20th	December 20th
October	November 20th	January 20th
November	December 20th	February 20th
December	January 20th	March 20th
January	February 20th	April 20th
February	March 20th	May 20th
March	April 20th	June 20th
April	May 20th	July 20th
May	June 20th	August 20th
June	July 20th	September 20th

4. REIMBURSABLE EXPENSES

a. Automobile

The allowance for automobile is US\$.50 per mile (US\$.31 per kilometer), all inclusive. If a car rental is used, reimbursement would be the US\$.50 per mile or US\$.31 per kilometer, all inclusive.

b. Railroad

If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that canceled tickets are attached to the claim.

c. Transportation by Air

- (1) Tickets must be economy round-trip airline ticket by the shortest and most direct route.

Airfares will be reimbursed based on actual costs, including service charges, booking fees and credit card fees. The district governor must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:

- i. Canceled airline tickets or detailed E-ticket/itinerary
- ii. Proof of payment – canceled check, paid travel agency receipt or credit card bill statement (with any information other than the relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.
- iii. A boarding pass or travel agent itinerary is not valid for reimbursement.

- (2) Charter air travel may be authorized in advance by the Finance and Headquarters Operation Committee where travel by commercial air is not feasible and significant cost savings may be realized

d. Other travel related expenses

Taxi fare, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

e. Lodging

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

f. Meals

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No charges for alcoholic beverages will be reimbursed.