



ABN 77 612 963 194

Reimbursement Guidelines

GENERAL INFORMATION

These Reimbursement Guidelines apply to the District Board officers and District Committee Chairs incurring reimbursable expenses in the conduct of District business.

The District Treasurer will review the expense claims for propriety and budget conformity. Documents must be supplied to support the expense claim .

All expenses must have been paid for in order to be reimbursed. Frequent flyer points used instead of buying a ticket, paying for a hotel room, or to obtain upgrades or other travel benefits will not be reimbursed.

Receipts are to be submitted to the District Treasurer as soon as possible after the expense is incurred. but not later than 15 May of each year to facilitate closing of the books on 31 May.

When a Board Member chooses to extend the visit pre- or post- board meetings, the cost of additional unauthorized hotel nights and all other costs are to be paid by the Board member. Any additional cost incurred such as additional airfare or ground transportation caused by the extension of the stay, is to be paid by the Board Member.

ADMINISTRATIVE EXPENSES

The following expenses will be reimbursed:

Postage, telephone, printing, copying, supplies, venue hire, catering and similar expenses necessary for Zonta District business if approved by the Governor.

TRAVEL EXPENSES

The following travel expenses will be reimbursed:

Means of Travel. Always using the most time and cost-efficient means of transport.

By Air. Best available economy class rate. If another class is booked, only economy class will be reimbursed.

By Train. Economy class, direct route including reservation fees

By Bus/Coach. Direct route including reservation fees.

Private Car. Mileage at the rate per km as set by the Australian Taxation Office plus parking and tolls, provided the total expense does not exceed the most reasonable airfare.

Car Rental. Exceptionally and only when approved by the Governor in advance.

Taxi. To and from airport or train or bus station if no more economical alternative is available

ACCOMMODATION AND OTHER EXPENSES

The following expenses will be reimbursed:

Accommodation. Half the cost of a double/twin room, at a reasonable price, where sharing a room with another Zontian is feasible, or the full cost of a single occupancy room if sharing is not feasible. The traveller may occupy a single room by choice but must pay the difference in rate.

At District Board meetings, Area Meetings/Workshops, and Conferences, the Governor may occupy a single room and be reimbursed for the total costs.

Gratuity. Reasonable amounts.

Meals and Beverages. Reasonable cost for meals and beverages, tea, coffee, milk, or soft drinks. Alcoholic drinks or other bar beverages must be paid for privately.

Personal Charges. Personal expenses such as dry cleaning, valet services, personal telephone, etc., will not be reimbursed and should be paid by the occupant when checking out of the hotel.

BOARD MEETINGS

Board Members. Accommodation, meals and travel expenses will be reimbursed.

Half of the travel expenses, additional hotel charges if any, and all meals incurred in attending pre- and post-conference Board meetings are Board meeting expenses to be reimbursed from General Fund..

District Committee Chairmen. If requested to attend a Board meeting, accommodation, meals and travel expenses will be reimbursed as approved in advance by the Governor.

DISTRICT CONFERENCE

Board Members. Conference registration, accommodation and meals and half of the travel expenses are to be reimbursed from General Funds.

International Representative. Conference registration, accommodation, meals and travel expenses are to be paid from Conference Funds.

Planning Expenses. Postage, telephone, printing, copying and the travel expenses incurred in planning the conference shall be reimbursed or paid from Conference Funds.

CLUB VISITS

Area Directors are to make at least one official visit to each club in their area each biennium.

Area Directors' expenses on official visits will be reimbursed. The cost of the Area Director's meal at the official club visit is to be paid by the club being visited. It is preferred that the host club provides lodging, if needed, for the Area Director whenever possible.

District Board Members' expenses on official club visits for support, leadership, strengthening and establishment of clubs as approved in advance by the Governor will be reimbursed from Membership Fund.

Officers' expenses for visits to act as installing officers at clubs' installation ceremonies will be reimbursed. The cost of the installing officer's dinner is to be paid by the club.

The Governor's or designee's expenses for attendance at charter presentations will be reimbursed from the Membership Fund.

AREA MEETINGS

The presiding Area Director's and the Governor's Registration fees, accommodation, meals and travel expenses will be reimbursed from General Fund.

The Lieutenant Governor's, Treasurer's and/or Committee Chair's Registration fees, accommodation, meals and travel expenses as approved in advance by the Governor will be reimbursed from Membership Fund.

INTERNATIONAL CONVENTION

The Governor's and Governor elect's Convention Registration, travel expenses at best value fare and shared accommodation will be reimbursed.

INTER DISTRICT MEETINGS AND OTHER EXTRA EVENTS

District Board and Committee members are encouraged to attend other events where Zonta International and/or the Zonta International Foundation has a presence. However, no expenses will be reimbursed for district officers for attending such events.