



Reimbursement Guidelines 2008 – 2010

General Information:

All expense vouchers from District 2 Board members and Zonta District 2 Committee Chairmen and members, must be itemized and have original receipts attached. The event, activity or meeting to which the expense is related must be indicated.

Reimbursable expenses, in addition to those specified in these Zonta District 2 Reimbursement Guidelines, shall include telephone toll charges, facsimiles, postage, printing, supplies, and typing services when incurred for the District.

Any miscellaneous charges (cleaning, telephone, etc.) added to hotel bills are considered personal expenses and shall not be reimbursed.

Vouchers shall be submitted to the Governor for approval before any reimbursement by the Zonta District 2 Treasurer. In the absence of the Governor, the Lt. Governor shall approve the voucher submissions on the Governor's behalf. The Lt. Governor shall approve expense vouchers of the Governor. All vouchers shall be submitted immediately after the expense is incurred, with the exception of expenses of Zonta District 2 Committee Chairmen. In all cases, it shall be done no later than May 15 of each year prior to the end of Zonta District 2's fiscal year to facilitate closing of the books on May 31.

Travel for District 2 Officers:

Travel to Zonta District 2 Board Meetings shall be tourist/economy class by the most cost effective means, using carpooling whenever possible. Transportation by private automobile shall be thirty-five cents US (.35) per mile/kilometer plus toll charges and parking fees. All train, air travel or car rental must be approved by the Zonta District 2 Governor in advance.

Accommodations for Zonta District 2 Officers:

Zonta District 2 Board members shall be reimbursed on a double occupancy basis. Board members may request a single room with officers paying the difference in rates.

Meals for Zonta District 2 Officers:

A maximum of \$30 per day to be allocated as follows:

Breakfast: \$5, Lunch \$8, Dinner \$17. All receipts must be submitted for meals. Allowance includes gratuity.

Pre-and Post-Conference Expenses for Zonta District 2 Board:

Half of the transportation expenses, additional hotel charges (if any) and all meals incurred in attending Pre- and Post-Conference Board Meetings shall be charged to Board Meeting expenses and paid by the Zonta District 2 Treasurer. (Refer to Conference Attendance Item Below).

Attendance at Pre- and Post-Conference Board Meetings shall be reimbursed for the District Parliamentarian and Secretary as outlined above.

Zonta District 2 Conferences and Seminars:

Conference/Seminar registration, hotel and Conference meals for Zonta District 2 District Board, District Parliamentarian and Secretary, and International Representative shall be paid by the District Conference Fund. Transportation expenses shall be paid as for the Zonta District 2 Board Meetings.

Costs of guest speakers (i.e. people who are not District 2 Zontians) are Conference/Seminar expenses and must be identified in the Conference/Seminar Budget.

District will provide Saturday lunch at Conference/Seminar for the Jean M. Coon Award winner and one guest, the District Nominee for the Young Women in Public Affairs Award and one guest, the District Nominee for the Jane M. Klausman Scholarship and one guest.

The District will provide registration, one night hotel, Saturday breakfast and lunch for each Amelia Earhart Fellow scheduled to attend. If there is more than one Fellow, a double occupancy room for the Fellows will be provided for one night.

Club Visits by District Officers:

Area Directors shall make one official visit to each club in their Area each Biennium. The official visit shall be for a Club Business Meeting or membership event such as a Zing.

Area Directors will be reimbursed for official visits as for Zonta District 2 Board Meetings, except that if the Area Director must incur hotel expense at a single occupancy rate, this rate shall be reimbursed by the host club. The cost of the Area Director's meal(s) at the official Club visit shall be paid by the Club being visited.

Additional official club visits by Area Directors or visits to clubs by other officers shall be approved in advance by the Governor.

Travel expenses will be reimbursed to the Governor when invited by clubs to meetings or special events. Travel expenses will be reimbursed to the Lt. Governor when invited by clubs to discuss membership.

Visits to act as Installing Officer by Area Directors, the Lt. Governor and the Governor at a Club's Installation Dinner shall be reimbursed as previously outlined. The cost of the Installing Officer's dinner shall be paid by the Club visited.

Attendance at *charter* presentations shall be reimbursed for the Governor or her designee, the Lt. Governor and for the current Area Director. Visits which are strictly to attend Club's social events shall be at the expense of the individual District officer.

Zonta International Convention:

Zonta International Convention expenses will be paid for Registration, transportation, hotel accommodation, and two events (for example-the International Dinner and the Banquet) for the outgoing and incoming Governors from Zonta District 2 Convention Funds.

Zonta District 2 Workshops:

Complete information on District 2 Workshops is contained in the District Manual under Area Meetings.

All District Workshops must be self-supporting with the exception of registration fees, meals, travel and room expenses, which shall be paid from Zonta

District 2 funds for the Governor, Lt. Governor, Area Directors, Treasurer, Secretary and Parliamentarian.

All District Board members shall have the right to request reimbursement from the District for workshop registration fees, transportation costs, and accommodations, as for Board meetings, when attending District Workshops. If one of the required Board meetings shall immediately precede or follow a District 2 workshop, the registration fee for the Workshop for participating Board members shall be charged to Board meeting expenses.

The principal facilitator(s) shall not pay workshop Registration Fees. The workshop Budget should cover the costs of transportation, meals and accommodation of the principal facilitator(s), unless the facilitator is a District Board member.

Registration announcements will normally be included with another Zonta District 2 mailing, through email or by the Zonta District 2 website, www.zontadistrict2.org. If additional mailings are required, the postage should be included in the ZD2 Workshop Budget. Pay Pal expenses are to be budgeted in the workshop budget.

Zonta District 2 Committee Chairmen:

Zonta District 2 Committee budgets require the approval of the District Board. Committee Chairmen shall remain within the approved budget. The Chairmen will submit expense vouchers and receipts for reimbursement. Advances and/or expense vouchers are to be submitted to the Governor for approval. Receipts must be submitted upon purchase.

Committee Chairmen invited by the Governor to participate in a significant Conference/Seminar Program will be reimbursed for Conference Registration, unless serving as a club delegate.

Zonta District 2 Retreats (Z-Treat):

All Zontians are expected to pay their own travel, accommodation and meal expenses.

If a required Board meeting shall immediately precede or follow a Z-Treat, the registration fee for the Z-Treat shall be charged to Board Meeting expense.

Review and Amendments:

These Reimbursement Guidelines may be amended by a majority vote of the voting members of the Zonta District 2 Board at any Board meeting.

At the beginning of each Biennium, these Reimbursement Guidelines shall be reviewed and any necessary amendments pertinent to current operating procedures and budget shall be adopted by a majority vote of the voting members of the Zonta District 2 Board.

Note: Adopted at the Zonta District 2 Board Meeting on October 18, 2009