



ZONTA
INTERNATIONAL
DISTRICT 14
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Reimbursement Guidelines for District 14 updated at the Board-Meeting in Aschaffenburg, June 09, 2018

The District will reimburse expenses from the District funds as follows:

Board meetings

Members of the Board and invited participants

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Accommodation costs (conservative)
- One meal relating to the meeting

District Conference

Members of the Board

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Accommodation costs (conservative)
- Registration fees (early bird)

Nominating Committee Chair

- Registration fees (early bird)

Foundation Ambassador

- Registration fees (early bird)

Committee Chairs who are reporting at the District Conference

- Registration fees (early bird), if they are not delegates of their clubs

Convention

Governor and Governor Elect:

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Accommodation costs (conservative)
- Registration fees (early bird)
- Gala Dinner (if there is the pin change during the dinner)

Foundation Ambassador and Incoming Area Directors

- Registration fee (if they are not delegates of their clubs)

International Award Presentations

Amelia Earhart Fellowship, Jane M. Klausman Scholarship, YWPA Award

Governor or her Designee

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Accommodation costs (conservative)
- Meals are on the expenses of the club

Area Directors Club Visits

Travel expenses (Economy Flight or 2nd class Train ticket)

Area directors do not have a specific budget for traveling. The budgeted amount per biennium to refund them from will be allocated according to the number of clubs and distances and the means of travel necessary.

Only one visit to each club during the biennium will be reimbursed.

Accommodation (conservative)

If possible, they should make use of open Houses.

Area Meetings

Governor or her designee and Area Director

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Registration fees (early bird)
- Accommodation costs (conservative)

Charter Presentations

Governor or her designee and Area Director

- Travel expenses (Economy Flight or 2nd class Train ticket)
- Accommodation costs (conservative)

Allowances

Per business year Board members shall be reimbursed for office costs (e/mail, phone etc.)

Governor: EUR 370,00

All other Board members: EUR 70,00

Foundation Ambassador: Travel Allowance EUR 1000,00 per year

Extra-ordinary expenses

All additional traveling of Board members needs the formal approval of the D14 Board.

Solidarity Fund

Support as subsidies to travel expenses shall be granted to clubs in need and young clubs in their first biennium according to the Board 's decision.

It shall support their representation and attendance at the District Conference and the Zonta International Convention.
Requests need to be presented to the Governor at least 6 – six months prior to the event.

Principle

To the extent possible, every effort should be made to benefit from reduced fares (early booking of flights and budget price 2nd Class Train tickets) and home hospitality offered by local Zontians.

Instructions for Submission of Reimbursement Request

To be reimbursed for expenses the following guidelines need to be respected:

- Fill out and sign and date a reimbursement form (called Debit Note), available via e-mail from the D14 Treasurer.
- Submit the form together with original proof of all expenses incurred.
 - Travel documents
 - Economy class Airline Tickets + Boarding Passes
 - 2nd Class Railway Tickets
 - If travelling by car is unavoidable, the Governor's approval is needed in advance. Expenses will be covered up to the value of a 2nd Class Railway Ticket or at 0,30 EUR per kilometer. Whichever is the lower amount, will be reimbursed.
 - Paid bill for conservative Hotel accommodation
- The request for reimbursement must be turned in **to the District Treasurer within 4 weeks after the event.**
- The reimbursements of all board members must be signed by the Governor.
- The Lt. Governor will sign the Governor's reimbursements.

Changes to the Reimbursement Guidelines

The Reimbursement Guidelines or changes to them need to be approved by a 2/3 majority of the Board of District 14. These District 14 Reimbursement Guidelines were approved unanimously at the Meeting of the D 14 Board in Aschaffenburg on 09 June 2018.

Aschaffenburg, June 09 2018

Signed

Elisabeth Thaler, D 14 Governor 2016 – 2018



EMPOWERING WOMEN THROUGH SERVICE AND ADVOCACY