



# Travel Policy Manual

2016

## Expense Policy with Payment of Expenses to Meetings out of the City

- 1) DISTRICT Conventions / Meetings
  - a) For those Required to Attend. Plus FIRST TIME Attendees.
    - i) All reasonable expenses for accommodations, supported by receipts, will be paid.  
NOTE: All 4 District meetings are expected to be attended by the President, Secretary, and Treasurer. The Second Quarter Conference to be attended by the Past President to collect Awards and Achievements.
    - ii) All expenses MUST be submitted within 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.
  - b) For those desiring to attend for information and fellowship. These members MUST be preapproved by the Board.
    - i) Registration to be paid in full
    - ii) ½ of the cost of the room accommodations, supported by receipts, will be paid for members.
    - iii) When accommodation sharing is not appropriate due to gender, full cost of room will be paid.
    - iv) All expenses MUST be submitted within 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.
- 2) MILEAGE. Members please travel together to District Meetings
  - a) Including: District, Zone, Interclub & New Club Building Meetings
  - b) Only Member driving will receive mileage at \$0.25 per KM.
    - i) NOTE: If a member is receiving remuneration from another source, this will be deducted from mileage. i.e. District.
    - ii) Members are encouraged to travel together.
  - c) All expenses MUST be submitted within 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.
- 3) INTERCLUB Visitation and Zone Meetings. Members must be pre-approved by the Board.
  - a) Meals maybe covered at the Boards decision.
  - b) Registration fees may be covered at the Boards decision.
  - c) All expenses MUST be submitted with 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.
- 4) NEW CLUB Building.
  - a) Club to pay all costs for initial meeting with meal. Subsequent meetings, the cost for the meeting location (room), until Chartered.
  - b) All expenses MUST be submitted within 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.
- 5) INTERNATIONAL Convention
  - a) Registration to be paid in full for all members attending.
  - b) Pres-Elect's accommodation and travel expenses will be paid as per Budget, supported by receipts.
  - c) Other members must be pre-authorized by the Board.
    - i) NOTE: Only the President- Elect will be pre-authorized by Election to be covered for the International Convention Expenses.
  - d) All expenses MUST be submitted within 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.



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- 6) Criteria for Attendance at the above Activities and Events
  - a) A Member is good standing (financial obligations to club to date)
  - b) 75% attendance at meetings & participation in projects/ activities.
  - c) In extenuating circumstances the board may waive the above requirements by special resolution.
  - d) All expenses MUST be submitted with 30 days (Expense Form Attached) ANY EXCEPTIONS HAS TO HAVE BOARD APPROVAL.