



Zonta International District 2

Advancing the Status of Women Worldwide

Reimbursement Guidelines 2014 - 16

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 (WITH THE EXCEPTION OF VOUCHERED MEALS, SEE PG 2 UNDER MEALS). If not all receipts are available only the receipts presented will be reimbursed and a subsequent expense voucher will have to be completed and approved if the receipts become available later. The event, activity or meeting to which the expense is related must be indicated.

Vouchers shall be submitted to the Governor for approval before any reimbursement by the Zonta District 2 Treasurer. Vouchers must not be altered with white out or cross outs. If for some reason a voucher must be changed, all 3 officers must initial each change before any checks may be issued. 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.

Reimbursable expenses, in addition to those specified elsewhere in these Zonta District 2 Reimbursement Guidelines, shall include telephone/fax transmittals, toll charges, postage, printing, and supplies, within the framework of the approved Biennium budget. Gifts, thank you's and events not specifically covered by the budget are personal expenses of board members. Alcohol is never a reimbursable expense.

Any miscellaneous charges (cleaning, personal telephone calls, etc.) added to hotel bills are considered personal expenses and shall not be reimbursed. Traveling companions must pay for their meals and part of the hotel bill that exceeds single occupancy. If additional nights are not part of the official reimbursement guidelines they are considered personal expenses and shall not be reimbursed.

All vouchers shall be submitted within a reasonable time after the expense is incurred but no later than 30 days following the expense. Final submission of expenses 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.

All district bills must be accompanied by an expense voucher and signed by the Governor, Lt. Governor and District Treasurer even though they are general expenses of the district.

The currency of District 2 shall be in U.S. dollars.

Travel for District 2 Officers and Area Directors:

Most District business is conducted by private car, using carpooling whenever possible. Mileage is reimbursed at the charity rate established by the Internal Revenue Service annually. Other forms of travel (Economy class train, air travel or car rental) must be approved by the Zonta District 2 Governor in advance.

All travel reimbursements must be converted to miles and accompanied with documentation of the number of miles such as MapQuest, AAA or CAA mileage calculators. All tolls must be documented with receipts or in the case of EZ Pass, then a printout from the toll road website must be provided showing the appropriate tolls.

This Board adopted .14 per mile reimbursement, the IRS rate for Non-Profit reimbursement. This adoption was contingent that it would be reviewed during the Biennium in the event Board Members were experiencing hardship with travel. It will be reviewed at subsequent Board meetings.

Accommodations for Zonta District 2 Officers and Area Directors:

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. When possible/appropriate, Board Members will stay in host Zontian homes.

Hotel bills must be submitted to District Treasurer and a voucher must be completed even when the bill is paid directly to the hotel. Those vouchers must be signed by the Governor, Lt Governor and District Treasurer so that the expense can be properly recorded and verified.

Meals for Zonta District 2 Officers and Area Directors:

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

- Breakfast: \$5, Lunch \$8, Dinner \$17.

Receipts do not need to be submitted for vouchered meals. Allowance includes gratuity.

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

For all members of the District Board including the Parliamentarian and Secretary, 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.

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.

Governor's travel and hotel rooms to conference location for planning should be included in the conference budget and should be kept to a minimum.

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.

Area Directors will be reimbursed for mileage for official visits as for Zonta District 2 Board Meetings. 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/mileage will be reimbursed to the Governor and to the Lt. Governor when invited by Clubs to speak.

Additionally, travel expenses/mileage 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 the current Area Director.

Zonta International Convention:

Zonta International Convention expenses will be paid to the Governor and the Lt. Governor as per the approved biennium budget amount. This expense payment is to be used toward registration, transportation, hotel accommodations, and closing/installation *banquet*. (Other convention expenses may be paid through special fund-raising efforts for the Convention.)

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-immediately precedes or follows 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. The Chairman will obtain approval of a budget request prior to expense/purchase. The Chairman will submit expense vouchers and receipts for reimbursement to the Governor for approval.

Zonta District 2 Retreats (Z-Treat):

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

If a required Board meeting immediately precedes or follows 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.

Approved and adopted by the Zonta District 2 Board, August, 2014. They were reviewed and approved by the District Board again May 16, 2015 at a District 2 Board Meeting.