



**Reimbursement Guidelines for District 14 updated at the
Board-Meeting in Frankfurt (April 28 2023), the Board-Meeting online (August 03 2024)
and the District Business Meeting (October 26 2024)**

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

Board meetings

- A. 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

- A. Members of the Board
- Travel expenses (Economy Flight or 2nd class Train ticket)
 - Accommodation costs (conservative)
 - Registration fees (early bird)
- B. Nominating Committee Chair
- Registration fees (early bird)
- C. Foundation Ambassador
- Registration fees (early bird)
- D. Committee Chairs who are reporting at the District Conference
- Registration fees (early bird), if they are not delegates of their clubs

Convention

- A. 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)
- B. Foundation Ambassador and Incoming Area Directors
- Registration fee (if they are not delegates of their clubs)

Award Presentations at District / international level

- A. Governor or her Designee and respective Chair
- Travel expenses (Economy Flight or 2nd class Train ticket)
 - Accommodation costs (conservative)

Club Visits

- A. Area Directors
- Travel expenses (Economy Flight or 2nd class Train ticket)
 - Only one visit to each club during the biennium will be reimbursed.
 - Accommodation (conservative) If possible, they should make use of open houses.
 - Meals are on the expenses of the club
- B. Committee Chairs
- Any reimbursement is up to the inviting club
- C. Foundation Ambassador covered by allowance

Area Meetings

- A. Governor or her designee and Area Director
- Travel expenses (Economy Flight or 2nd class Train ticket)
 - Registration fees (early bird)
 - Accommodation costs (conservative)

- B. Committee chairs when invited and reporting
 - Travel expenses (Economy Flight or 2nd class Train ticket)
 - Registration fees (early bird)
 - Accommodation costs (conservative)
There is a budgeted amount of 1.000 € per area and year for this position.
- C. Foundation Ambassador covered by allowance

Charter Presentations

- A. Governor or her designee and Area Director where the club is chartered
 - 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.)

- A. Governor: 370,00 €
- B. All other Board members: 70,00 €
- C. Foundation Ambassador: Travel Allowance 1.000,00 € per year

Extra-ordinary expenses

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

Support for clubs in need

This is regulated in special guidelines.

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 and from D14 homepage
- 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 0,35 € 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.**
- Any other Board member will sign the Governor's reimbursements.

Changes to the Reimbursement Guidelines

The Reimbursement Guidelines or changes to them need to be adopted by a 2/3 majority of the Board of District 14. These District 14 Reimbursement Guidelines were adopted at the at the D14 Board-Meeting in Frankfurt, April 28 2023 and the D14 Board-Meeting online, August 03 2024.

Revised 2023/24 and for online-approval at the special District14 business meeting for voting in October 26 2024.

Aschaffenburg, 26.10.2024

Jutta Trube, D14 Governor 2024-2026