



## District 84 DISTRICT OFFICER 2011-2012 REIMBURSEMENTS

Unless otherwise approved by the District Governor, only expenses listed below are reimbursable by the District.

Reimbursement claims must be submitted on the proper voucher (available from the District Treasurer) with receipts attached. Follow the instructions on the voucher.

Please submit reimbursement claims as soon as possible and no later than 60 days after you have incurred the expenses.

### Mileage:

- \$0.25 per mile for voting members and presenters traveling alone.
- \$0.35 per mile for two voting members and / or presenters traveling together
- \$0.45 per mile for three or more voting members and / or presenters traveling together.

Request for reimbursement must include the date, miles traveled, and reason for the trip. The maximum mileage allowable is a round trip between the District Officer's residence and the destination. If two or more individuals car-pool, only one person will receive mileage reimbursement for the trip. Maximum reimbursement for any one trip is \$270.

All District Officers and those asked to present reports or training:  
DEC meetings and District Conferences

Division Governors: Club visits (limit 1 visit per club within the Division) \$0.25 per mile

Area Governors: Club visits (limit 4 visits per club within the Area) \$0.25 per mile

Division Governor Expenses: Each Division Governor is reimbursed with actual expenses incurred for the administration of the Division, such as postage and photocopying, up to a maximum of \$150 for the year.

Area Governor Expenses: Each Area Governor is reimbursed with actual expenses incurred for the administration of the Area, such as postage and photocopying, up to a maximum of \$75 for the year.

District Conference Expenses: Conference expenses are reimbursable to the extent of the conference budget pre-approved by the District Governor and Lieutenant Governor Education and Training.