



**District 84
DISTRICT OFFICER 2008-2009
REIMBURSEMENTS
“Raising the Bar”**

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, Manny Costa) 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

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 \$200.

All District Officers:

DEC meetings and District Conferences \$0.20 per mile

Division Governors:

Club visits (limit 1 visit per club within the Division) \$0.20 per mile

Area Governors:

Club visits (limit 4 visits per club within the Area) \$0.20 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.