

## COUNCIL OF GOVERNORS

### RULES OF AUDIT

**All Claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.**

#### COUNCIL MEETINGS

1. Travel reimbursement for Immediate Past District Governors, Immediate Past Council Chairperson, and Vice Council Chairperson who are members of the Council of Governors shall be reimbursed at the rate of \$.35 per round trip mile by the most direct route for their attendance at up to a maximum of four (4) Council Meetings per fiscal year. Miles can be calculated by multiplying Kilometers by .621. Reimbursement will be made for actual ferry fares and the lesser of the actual cost of airfares or round trip miles, if airfare is submitted. NOTE: Attendance at the Council Meeting is mandatory and Council members must sign in on the attendance sheet to have a valid claim.
2. A hotel allowance at the rate of \$60 U.S. for Immediate Past District Governors, Immediate Past Council Chairperson, and Vice Council Chairperson who are members of the Council shall be as follows: two nights for the MD19 Annual Convention Council Meeting, one night for the Winter Council Meeting and one night for the Spring Council Meeting. If the round trip mileage to the MD19 Annual Convention, Winter or Spring Council Meetings is 200 miles or more, then one additional night will be allowed. NOTE: A hotel receipt, attendance at the total Council Meeting and signing in on the official attendance sheet at the Council Meeting are mandatory in order to receive reimbursement.
3. The Council members and the Lion acting as parliamentarian will be provided lunch on the day the Council of Governors' Meeting is in session.

#### INTERNATIONAL CONVENTION OR USA/CANADA FORUM

1. If the seated Council Chairperson or Vice Council Chairperson is in attendance at the International Convention, he/she shall receive the sum of \$400.00 U.S. if money has been budgeted. **Note: to have a valid claim, it must be accompanied with an International Convention registration or other indication of attendance.**
2. The Vice Council Chairperson and Executive Secretary's budgeted allowance for the International Convention shall be \$400.00 U.S. unless revised by the Council of Governors from available funds other than the Reserve Fund for the purpose of partially compensating an overseas International Convention.
3. If the Vice Council Chairperson or 1<sup>st</sup> Vice District Governors attend the USA/Canada Forum during their fiscal year in office, and if money has been budgeted they shall receive the sum of \$300.00 U.S. to assist in their expenses. Proof of registration (hotel receipt or a copy of the registration receipt from the USA/Canada Forum Office) must be presented to the MD 19 Executive Secretary-Treasurer in order to receive reimbursement.

#### SEATED 1<sup>st</sup> & 2<sup>nd</sup> VICE DISTRICT GOVERNORS ATTENDING MD19 COUNCIL MEETINGS

1. Travel reimbursement shall be reimbursed at the rate of \$.35 US per round trip mile by the most direct route for their attendance at up to a maximum of three (3) Council Meetings per fiscal year. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round-trip miles, if airfare is submitted. NOTE: Attendance at the Council Meeting is mandatory to have a valid claim and Vice District Governors must sign in on the Official Attendance Sheet. Fares will be reimbursed in the currency in which they were paid.
2. A hotel allowance at the rate of \$60.00 US shall be as follows: two nights for the MD19 Annual Convention Council Meeting, one night for the Winter Council Meeting, and one night for the Spring Council Meeting. If the round-trip mileage for the MD19 Annual Convention, Winter or Spring Council Meetings is 200 miles or more, then one additional night will be allowed. These allowances will be subject to the presentation of receipted bills. NOTE: A hotel receipt, attendance at the total Council Meeting and signing in on the official attendance sheet at the Council Meeting are mandatory in order to receive reimbursement.
3. Reimbursement of travel and hotel expenses for a fourth (4) Council Meeting is subject to availability of funds.

#### DISTRICT GOVERNORS ELECT, 1<sup>st</sup> & 2<sup>nd</sup> VICE DISTRICT GOVERNORS ELECT

1. For attendance at the MD19 Governors-Elect and 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors-Elect School, reimbursement will be at the rate of \$.35 U.S. per round trip mile by the most direct route. Miles are calculated by multiplying Kilometers by .621. There will be a hotel allowance at the rate of \$40.00 U.S. for a maximum of three (3) nights. Reimbursement will be made for actual ferry fares and the lesser of the actual cost of airfare or round-trip miles, if airfare is submitted. Receipt required. ATTENDANCE IS MANDATORY AT THE TRAINING SESSIONS.

#### DISTRICT CABINET MEETINGS- SEATED 1<sup>ST</sup> & 2<sup>ND</sup> VICE DISTRICT GOVERNOR

- a. Attendance verified by District Cabinet Meeting Minutes and Attendance Sheets received in MD19 Office. Max 3 District Cabinet Meetings will be reimbursed. Meetings must be held within the geographic boundaries of the District, except the Cabinet Meeting at the District Conference. In order to receive reimbursement for a Cabinet meeting at a District Conference, the Conference must be held within 50 miles (round trip) of the District boundaries.
- b. One night hotel (\$60.00 US) for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required. Mileage reimbursed at \$.35 per mile round trip by the most direct route. Mileage must be submitted in miles for both US and Canadian 1<sup>st</sup> Vice District Governors. (See "Mileage for Visits" under the Zone Chairpersons section in the Policy Manual page XII-1.)
- c. Regardless of the miles traveled, when one of the three District Cabinet Meetings claimed is held in conjunction with the District Conference, 2 nights of hotel allowance are allowed, provided the Vice District Governor attends the Cabinet Meeting and a hotel receipt is submitted.