

EXPENSES ELIGIBLE FOR DISTRICT REIMBURSEMENT

EVENT / Personnel	Regis-- tration	Mileage (\$0.20/ mile)	Lodging Wed.	Lodging Thurs.	Lodging Fri.	Lodging Sat.	Meals
DISTRICT MEETINGS--EC and general BOD (paid from District Budget)							
Executive Committee		X		X	X	X	
District Pastoral Counselors		IRS rate		X	X	X	
Board of Directors (Committee Chairman, Zone Presidents, and Special Appointed Personnel)		X			1 night (1/4 of one room)	1 night (1/4 of one room)	
Kansas Assembly Of Leaders (KAOL)							
Executive Committee		X		X	X		
District Pastoral Counselors		IRS rate		X	X		
Board of Directors (Committee Chairmen, Zone Presidents, and Special Appointed Personnel)		X		1 night (1/4 of one room)	1 night (1/4 of one room)	1 night (1/4 of one room)	
Committee Members		X			1 night (1/4 of one room)	1 night (1/4 of one room)	
COMMITTEE MEETINGS							
Committee members & Special Appointed Personnel		X					
DISTRICT CONVENTION (Pre-paid by individual and reimbursed from convention budget)							
Executive Committee	X	X	X	X	X	X	X
District Pastoral Counselors	X	IRS rate	X	X	X	X	X
Pastoral Counselor Candidates	X	IRS rate		X	X	X	X
Department Committee Chairmen	X			Minimum of 2/room	Minimum of 2/room	Min. of 2/room	
Department Committees (see Notes)	X				Minimum of 2/room	Min. of 2/room	
Special Appointed Personnel	X	X		X	Minimum of 2/room	Min. of 2/room	
Zone Presidents (when attending BOD meeting prior to Convention)		X		1 night- (1/4 of one room)			
Past District Presidents	X	X		X	X	X	X
NATIONAL CONVENTION (paid from District Budget)							
District President (expenses not covered by national as BOD member)	X	Approved mode of travel based on location		1/2 of one room, assuming 2/room			X
One (1) District Pastoral Counselor	X			X	X	X	X
Two (2) or more (as approved by the EC) Young Woman Representatives	X			½ of one room, assuming 2/room			X
Heart to Heart District Leader Training				½ of one room, assuming 2/room			
Executive Committee (District will reimburse \$50 of national convention expenses)							

NOTES:

- Department committees may be allowed to voucher room expenses for Thursday evening before convention if the schedule requires their attendance early Friday morning.
- Meals will not always be a covered expense. When appropriate, meals will be provided at meetings or events without additional charge to participant.
- Voucher is to be submitted to the President within sixty (60) days from date of expense.
- All personnel always have the option to 'donate' expenses, however vouchers are to be submitted to the District so an accurate accounting may be maintained of all expenses incurred, paid and donated.

Updated 10/2018