EXPENSES ELIGIBLE FOR DISTRICT REIMBURSEMENT

EVENT / Personnel	Registration	Mileage ($0.20/mile)	Lodging Wed.	Lodging Thurs.	Lodging Fri/Sat	Meals
DISTRICT MEETINGS—EC and general BOD (paid from District Budget)						
Executive Committee		X		½ room	½ room	
Pastoral Counselors		IRS RATE		X	X	
Board of Directors (Committee Chairman, Zone Presidents, and Appointed Personnel)		X			1 night (of ¼ one room)	
Interdepartmental and KAOL (paid from District Budget)						
Executive Committee		X			X	
Pastoral Counselors		IRS RATE			X	
Board of Directors (Committee Chairmen, Zone Presidents, and Appointed Personnel)		X			1 night (of ¼ one room)	
Committee Members		X			1 night (of ¼ one room)	
DISTRICT COMMITTEE MEETINGS (Paid from District Budget)						
Committee members & Appointed Personnel		X				
DISTRICT CONVENTION (Pre-paid by individual and reimbursed from convention budget)						
Executive Committee	X	X	X	X	X	X
Pastoral Counselors	X	IRS RATE	X	X	X	X
Pastoral Counselor Candidates	X	IRS RATE		X	X	X
Department Committee Chairmen	X	X		Minimum of 2/room	Minimum of 2/room	
Department Committees (see Notes)	X	X			Minimum of 2/room	
Appointed Personnel	X	X		X	Minimum of 2/room	
Zone Presidents (when attending BOD meeting prior to Convention)		X		1 night (of ¼ one room)		
Past District Presidents (see * below)	X	X		X	X	X

*(Non-resident past president's mileage will be paid up to 350 miles one way.)

NATIONAL CONVENTION (paid from District Budget)						
EVENT/Personnel	Registration	Mileage ($0.20/mile)	Lodging Wed.	Lodging Thurs. & Fri.		Meals
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) Pastoral Counselor	X				X	X
Two (2) Young Woman Representatives	X				X	X
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.