

Margrit Gilardi - District 28 Parliamentarian

Effingerstrasse 4a • CH-3001 Bern

Tel. 0041 31 382 04 34 • margrit.gilardi@bluewin.ch



ZONTA INTERNATIONAL DISTRICT 28

Reimbursement Guidelines

1. General Information

Expense vouchers must be itemized and have receipts attached, except for meals as indicated below. Expenses for conference should be itemized on separate vouchers from general expenses. Reimbursable expenses, in addition to those specified in these reimbursement guidelines, shall include telecommunication charges, postage, printing, supplies and typing services when incurred for the district.

District payment for hotel accommodations for district board members shall be one-half of the double occupancy rate except that the district shall pay for a single room (1) when the number of board members requiring accommodations is uneven and it is not feasible for a board member to share a room with another Zontian attending the event; (2) for the governor at the district conference and the board meeting immediately preceding it. If a board member requests a single room she shall pay the difference between one-half of the double occupancy rate and the single room rate.

Miscellaneous charges (cleaning, telephone, etc) added to hotel bills are considered personal expenses and shall not be reimbursed. Reasonable amounts for gratuities (maid, bellman) shall be allowed.

Vouchers shall be submitted to the governor for approval before any reimbursement by the treasurer.

Vouchers shall be submitted as soon as possible after the expense is incurred, with the exception of small expenses of committee chairmen, but in all cases not later than May 15 of each year to facilitate the closing of the books on May 31.

2. District Officers

Attendance of District Board meetings are obligatory for:

Governor, Lt.Governor, Treasurer, Area directors, Secretary, Parliamentarian.

If the governor thinks it appropriate she might invite District Committee Chairmen.

Zonta International - Advancing the Status of Women Worldwide

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Reimbursed are: travelling costs by most economical mode of transportation, either by public transportation (tourist class), or by car per km plus toll charges and parking.

Accommodations – double occupancy basis. Meals as governor thinks appropriate.

Attendance of District Conference is also obligatory for the above mentioned District Officers, District Secretary, District Parliamentarian, District Nominating Committee Chairman, and District Committee Chairmen, here attendance is limited to special invitation of Governor.

Reimbursements for conference related expenses are:

1.- registration, transportation, hotel and conference meals etc.

2.- the facilities of the International Representative are paid by the District (single hotel room, breakfast, all meals, registration but not her travelling costs.)

3.- District Board Meeting immediately prior to District Conference:

rent of appropriate conference room, all board meeting related expenses are paid by the district from District Conference funds; exception half of transportation expenses are charged to District Board meetings funds.

Reimbursement to the host club for conference or other district-wide event such as a district seminar expenses other than those covered by the registration fee, such as printing and postage, shall be paid from the respective conference fund.

Stamps and costs of telephone, e-mails and fax messages shall be reimbursed to

Governor with € 60.- per month without proof

Treasurer with € 20.- per month without proof

Area Directors € 50.- per month without proof

ZI Convention:

Registration, travelling costs, hotel accommodation, meals and other related costs for governor and incoming governor are paid by the district

Area Meetings

All area meetings shall be, if possible, self-supporting with exception as follows: registration fees, meals, travel and room expenses for the respective Area Director and the Governor or her designee or other officially invited guests shall be paid by the district funds.

Adopted by the District Conference
Frankfurt, 12 September, 2009

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