

MD19 Policy Manual Report

Report by: PCC James L. Kemp, Chairperson

Date Report Sent: 9/14/2017

The following are the proposed changes that were sent to the Policy Committee by the MD 19 Office. There is an item that will need to be discussed at Pre Council meeting.

CHAPTER XII RULES OF AUDIT

B. SEATED 1ST AND 2ND VICE DISTRICT GOVERNORS:

1. DISTRICT CABINET MEETINGS

- 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 for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required. Mileage reimbursed at \$0.25 per mile round trip by the most direct route. Mileage must be submitted in miles for both US and Canadian 1st 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 1st Vice District Governor attends the Cabinet Meeting and a hotel receipt is submitted

2. MD19 COUNCIL MEETINGS:

- a. Travel reimbursement shall be reimbursed at the rate of \$0.25 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 total 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.
- b. A hotel allowance at the rate of \$40.00 US shall be as follows: two nights for the Fall 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.

C. IMMEDIATE PAST DISTRICT GOVERNORS, IMMEDIATE PAST COUNCIL CHAIRPERSON AND VICE COUNCIL CHAIRPERSON ATTENDING COUNCIL MEETINGS:

1. Travel reimbursement for Immediate Past District Governors, the Immediate Past Council Chairperson, and Vice Council Chairperson who are members of the Council of Governors shall be reimbursed at the rate of \$0.25 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 are calculated by multiplying kilometers by .621. 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. NOTE: Attendance at the total 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 \$40.00 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 and signing in on the attendance sheet at the Council Meeting is mandatory in order to receive reimbursement.
3. The Council Members and the Lion acting as Parliamentarian will be provided lunch on the day Council of Governors Meeting is in session.

D. SEATED DISTRICT GOVERNORS ATTENDING FOURTH COUNCIL MEETING;

Seated District Governors attending a fourth (4) Council of Governors' Meetings will be reimbursed under guideline noted in B.1. and B.2. if funds are available.

E. SEATED COUNCIL CHAIRPERSON AND VICE COUNCIL CHAIRPERSON ATTENDING INTERNATIONAL CONVENTION:

If the seated Council Chairperson or the Vice Council Chairperson are 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.**

G.F. SEATED COUNCIL CHAIRPERSON, VICE COUNCIL CHAIRPERSON, EXECUTIVE SECRETARY/TREASURER ATTENDING INTERNATIONAL CONVENTION OVERSEAS:

The Council Chairperson, Vice Council Chairperson, and Executive Secretary/Treasurer's budgeted allowance for International Convention attendance shall be \$400.00 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. **Note: proof of registration must be presented to the MD19 Executive Secretary/Treasurer in order to receive reimbursement.**

†G. INTERNATIONAL CONVENTION CHAIRPERSON AND EXECUTIVE SECRETARY/TREASURER:

The International Convention Chairperson and the Executive Secretary/Treasurer shall receive the sum of \$400.00 for participating and organizing the International Convention if money is budgeted.

F. H. VICE COUNCIL CHAIRPERSON ATTENDING USA/CANADA FORUM:

If the Vice Council Chairperson attends the USA/Canada Forum during his/her fiscal year in Office and, if money has been budgeted, he or she shall receive the sum of \$300.00 to assist in his/her expenses. **Note: Proof of registration Copy of the hotel receipt or a copy of the registration receipt from the USA/Canada Forum Office must be presented to the MD19 Executive Secretary/Treasurer in order to receive reimbursement**

~~**H.I. IMMEDIATE PAST COUNCIL CHAIRPERSON ATTENDING USA/CANADA FORUM:**~~

~~If the Immediate Past Council Chairperson attends the USA/Canada Forum in the year immediately following his/her year as Council Chairperson and provided he/she has not attended a USA/Canada Forum in the past, he/she shall receive the sum of \$300.00 to assist in his/her expenses if money has been budgeted. **Note: Proof of registration must be presented to the MD19 Executive Secretary/Treasurer in order to receive reimbursement.**~~

Rules of Audit found on the reverse side of the Council of Governors' Expense Claim Form:

(These proposed changes to this Expense Claim Rules of Audit below should match the proposed Policy Manual Changes in red above.)

**“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 \$.25 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.
- a. A hotel allowance at the rate of \$40 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.
2. 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, ~~District Governors~~, 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 1st 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 1st & 2nd VICE DISTRICT GOVERNORS ATTENDING MD19 COUNCIL MEETINGS

1. Travel reimbursement shall be reimbursed at the rate of \$0.25 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 \$40.00 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, 1st & 2nd VICE DISTRICT GOVERNORS ELECT

For attendance at the MD19 Governors-Elect and 1st and 2nd Vice District Governors-Elect School, reimbursement will be at the rate of \$.25 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 1ST & 2ND VICE DISTRICT GOVERNOR

1. 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.
2. One night hotel (\$40.00 US) for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required. Mileage reimbursed at \$0.25 per mile round trip by the most direct route. Mileage must be submitted in miles for both US and Canadian 1st Vice District Governors. (See "Mileage for Visits" under the Zone Chairpersons section in the Policy Manual page XII-1.)
3. 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.