

Area Meeting Reimbursement Guidelines
Adopted by District 13
As of 9/24/2022
Updated 12/2/2023

Area World Service Conference (AWSC) - held twice per year

DR/ALT DR & DISL expenses are covered by **AREA** as follows:

- Registration fee \$25
- Two nights hotel (based on double occupancy)
If single occupancy, Area covers half the cost and the member is responsible for the other half
- Gas and tolls - submit receipts
- Meals - provided by the event hotel will only include breakfast (2) and lunch (1). However, if you choose to eat any meal separately from those served by the event hotel to AWSC attendees, meal reimbursement will be provided as follows:
 - Receipts required
 - Maximum reimbursement is:
 - \$15 for breakfast (up to 2)
 - \$20 for lunch (1)
 - \$25 for dinners (up to 2); Will not be offered by the event hotel;
 - \$100 total for the event (2 breakfasts @ \$15 each; 1 lunch @ \$20; 2 dinners @ \$25 each)
- Other expenses (copying, printing, telephone, supplies) - submit receipts or other documentation
- Member must follow Area's guidelines to obtain reimbursement

Assembly - held twice per year

DR/ALT DR, DISL, and GEMs expenses are covered by **DISTRICT** as follows:

- Registration fee \$25
- Two nights hotel (based on double occupancy). If single occupancy, District covers half the cost and the member is responsible for the other half.
- Gas and tolls - submit receipts
- Meals - provided by the event hotel will only include breakfast (2) and lunch (1). However, if you choose to eat any meal separately from those served by the event hotel to Assembly attendees, meal reimbursement will be provided as follows:
 - Receipts required
 - Maximum reimbursement is:
 - \$15 for breakfast (up to 2)
 - \$20 for lunch (1)
 - \$25 for dinners (up to 2); Will not be offered by the event hotel;
 - \$100 total for the event (2 breakfasts @ \$15 each; 1 lunch @ \$20; 2 dinners @ \$25 each)

GR/ALT GR expenses are covered by their **GROUP** as follows:

- Registration fee \$25
- Two nights hotel (based on double occupancy). If single occupancy, their Group covers half the cost and the member is responsible for the other half.
- Gas and tolls - submit receipts

- Meals - provided by the event hotel will only include breakfast (2) and lunch (1). However, if you choose to eat any meal separately from those served by the event hotel to Assembly attendees, meal reimbursement will be provided as follows:
 - Receipts required
 - Maximum reimbursement is:
 - \$15 for breakfast (up to 2)
 - \$20 for lunch (1)
 - \$25 for dinners (up to 2); Will not be offered by the event hotel;
 - \$100 total for the event (2 breakfasts @ \$15 each; 1 lunch @ \$20; 2 dinners @ \$25 each)

CONVENTION - held once per year

- No one is required to attend Convention
- All expenses are paid by the attending member
- If the member is a Chair of an event at Convention, the Convention Committee may choose to cover some or all of that member's expenses.
- If the member is attending as an event Chair to represent the District, the District may choose to cover some or all of that member's expenses. This would occur as a motion, seconded and approved by vote at a District meeting ahead of the event.

Any reimbursement from the District outside of these guidelines would be considered on a case-by-case basis.

Added as of 9/24/2022 District Meeting: Small groups that cannot afford to send their GR to Assembly may ask the District to cover the expense.

Updated as of 12/2/2023 District Meeting: Registration fee and Meal rates updated to Area approved reimbursement levels at October 2023 Assembly. Also, these are suggested guidelines. Individual group conscience does not have to follow these guidelines.