

Area Meeting Reimbursement Guidelines
As of 9/24/2022

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

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

- 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. 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:
 - \$10 for breakfast (up to 2)
 - \$15 for lunch (1)
 - \$20 for dinners (up to 2)
 - \$75 total for the event (2 breakfasts @ \$10 each; 1 lunch @ \$15; 2 dinners @ \$20 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, GEMs and GIPs expenses are covered by **DISTRICT** as follows:

- 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. 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:
 - \$10 for breakfast (up to 2)
 - \$15 for lunch (1)
 - \$20 for dinners (up to 2)
 - \$75 total for the event (2 breakfasts @ \$10 each; 1 lunch @ \$15; 2 dinners @ \$20 each)

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

- 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. 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:
 - \$10 for breakfast (up to 2)
 - \$15 for lunch (1)
 - \$20 for dinners (up to 2)
 - \$75 total for the event (2 breakfasts @ \$10 each; 1 lunch @ \$15; 2 dinners @ \$20 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.