

# OPTIMIST INTERNATIONAL

4494 Lindell Boulevard, St. Louis, Missouri 63108

(314) 371-6000 • FAX (314) 371-6006

## EXPENSE STATEMENT

Please Print or Type

Name \_\_\_\_\_ Date Filed \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Province \_\_\_\_\_ Period Covered \_\_\_\_\_  
 Purpose and City \_\_\_\_\_

Day of Week											Totals
Date											
City											
1. Per Diem											
2. Auto Storage											
3. Airport Bus											
<b>Total for Day</b>											
Plane, Railroad: Attach copy of ticket											
Auto: Total Miles _____ @ _____ per mile											
<b>Total Expenses</b>											

Payment to be made in (check only one)       U.S. Dollars       Canadian Dollars

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Account No.	Amount	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL</b>	_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approved by

Revised: 10-1-08

# GENERAL TRAVEL POLICY

## Expenses – General

It is the policy of Optimist International to pay for traveling expenses (transportation costs and per diem) of those individuals who are authorized to travel in fulfilling their duties of office in OI. It is expected of those who are traveling at the expense of OI to assist in conserving the funds of the organization in every way compatible with reasonable comfort in travel, and the demands made upon the time of travelers by their personal affairs.

Individuals authorized to travel on behalf of OI shall be reimbursed for actual transportation costs, by the most direct route, as follows:

- A Lowest available air fare not to exceed coach fare booked 21 days in advance, or
- B Railroad fare not to exceed lowest available air fare as described in 'A' above, or
- C Automobile travel at the rate per mile in U.S. currency, which is indicated in the Master Schedule of Travel and per diem (currently 24 cents a mile in U.S. and 20 cents per kilometer in Canada in Canadian dollars), the total reimbursement for which shall not exceed lowest available air fare as described in 'A' above, plus garage, parking, toll charges and other miscellaneous travel expenses.

Airport limousine and taxi fares are allowable in making train or airplanes connections. Airport parking when the individual lives 10 or more miles from the airport terminal, and commercial transportation is not available, is also reimbursable. If two (2) or more authorized are traveling together in one automobile, only one shall receive mileage allowance.

Per diem travel shall be one day except in the case of International Officers who may be on a regional trip involving two (2) or more official visitations. The approved per diem for Board members attending board meetings, the International Convention, and other OI meetings is \$100.

The approved per diem for International Committee Members attending committee meetings, including the committee meetings at the International Convention site, is \$100 with a maximum of three (3) days.

The approved per diem for Governors and Governors-Elect attending OI Governor and Governor-Elect Conferences is \$50 with a maximum of three (3) days. For the Governor-Elects meeting at the International Convention site, OI pays one (1) day at \$50.

The International President, International President-Elect, International Reps for district visitations and District Conventions, the International Staff, and other authorized individuals, shall be reimbursed for actual expenses incurred in the performance of their official duties and obligations of office.

Using the foregoing statement of allowances as a guide, OI will reimburse an individual upon signed receipt of his expense statement, which shall include all passengers, coupons for air or train travel. Persons on per diem basis should use expense form "A"; all others use expense form "B".

The above information is based on Policy I-18. In all cases, the current Optimist International Board of Directors Policy I-18, which the board may amend from time to time, will govern reimbursement of expenses.

Expense Report Form A