

It is the policy of Optimist International to pay the traveling expenses (transportation costs and per diem) of those individuals who are authorized to travel in fulfilling their duties of office in Optimist International. It is expected of those who are traveling at the expense of Optimist International 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 the travelers by their personal affairs.

- A. All air fare shall be booked a minimum of 21 days in advance. Any variation from this policy will require prior approval from the Executive Director or will be reimbursed at the lowest available fare based on 21 day advance booking. Or ...
- B. Railroad fare not to exceed lowest available air fare as described in 'A' above, or
- C. Automobile travel at the rate, which is indicated in the Master Schedule of Travel and Per Diem, 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.
- D. Rental cars must be approved by the Executive Director in advance of travel.

Taxi or airport limousine fares are allowable in making train or airplane connections. Airport parking, when individual lives ten miles or more from the airport terminal and commercial transportation is not available, is also reimbursable. If two or more authorized individuals travel together in one automobile, only one shall receive mileage allowance. In the case of International officers who may be on a regional trip involving two or more official visitations additional required travel days will be reimbursed.

The standard rate of per diem shall be interpreted as applying to any part of a day. The rates and expenses are as indicated in the Optimist International Master Schedule of Travel and Per Diem, which appears on the attached chart.

Optimist International will reimburse an individual in accordance with the Master Schedule of Travel and Per Diem, upon signed receipt of his expense statement which shall include all passenger coupons for air or train travel. The Board shall annually set per diem on the Master Schedule of Travel and Per Diem.

Any expense reimbursements not shown on the Master Schedule of Travel and Per Diem must be authorized by the Board of Directors, the President or the Executive Director.

OI committee members are authorized to travel only for designated and budgeted meetings. Only appointed committee members may be reimbursed for travel to authorized committee meetings.

## **Expenses - General**

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No expenses incurred following the expiration of the term of office for any officer shall be reimbursed except for the President which shall terminate 90 days after the term of office.

In addition to the allowable per diem, the actual cost of a mid-day meal during meetings of the board of directors and the various International Committees will be paid by Optimist International with no deductions against a volunteer's per diem.

All volunteer and staff expense reports must be submitted to Optimist International's office within 30 days of the occurrence of the expense during the fiscal year in which they occur. Each expense report shall include all expenses relating to the event being reported. No expenses for the fiscal year will be allowed if expense reports are not received at the Optimist International office by October 15 following the end of the fiscal year on September 30.

On days when all meals are provided, JOI Board Members will not receive a per diem.

Baggage claims will be reimbursed up to two (2) bags per person, not to include overweight baggage charges.

If an Optimist member is due to receive a per diem, he/she must stay at the contracted/host hotel.

(Dec 1976; Mar 1978; Mar 1984; Jun 1987; Mar 1989; Mar 1990; Dec 1991; Mar 1992; Dec 1993; Dec 1994; Jun 1996; Mar 1997; Dec 1997; Nov 2000; Dec 2002; Dec 2005; Jul 2008; Dec 2009; Mar 2010; Apr 2015; Apr 2016; Dec 2016; Nov 2019)