

# RULES OF AUDIT

## COUNCIL CHAIRPERSON'S EXPENSE FUND

All Claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.

Subject to the Annual budget allocation for the MD19 Council Chairperson's expenses each year, the following items constitute allowable expense items. Where applicable, rates stipulated in the MD 19 Rules of Audit for members of the Council of Governors (\$.35 per mile and \$60.00 U.S. per night for hotel rooms) shall apply. Miles can be calculated by multiplying Kilometers by .621.

1. Mileage for District Conferences attended.
2. Mileage and overnight lodging for a fourth Council of Governors meeting, if held. (Hotel receipt required.)
3. Mileage for special club visitations, i.e. anniversaries, charter nights, and special speaking requests. (It is recommended the host club assume responsibility for banquets and accommodation costs.)
4. Council Chairperson and Vice Council Chairperson Crests.
5. Name badges for Council Chairperson and Vice Council Chairperson and Partners in Service.
6. Postage and business cards.
7. Stationary and envelopes will be supplied by the MD 19 Office at no cost to the Council Chairperson.
8. If the seated Council Chairperson is in attendance at the International Convention, he/she shall receive the sum of \$400.00 U.S. **NOTE: to have a valid claim, it must be accompanied with an International Convention registration or other indication of attendance.**
9. The seated Council Chairperson's budgeted allowance for International Convention may be revised by the Council of Governors from available funds other than the Reserve Fund for the purpose of partially compensating an overseas International Convention.