

## POLICY I-18 – TRAVEL CHART

OPTIMIST INTERNATIONAL  
MASTER SCHEDULE OF TRAVEL, PER DIEM, AND  
EXPENSE REIMBURSEMENT FOR VOLUNTEERS AND STAFF

Adopted December 2010 (corrected March 2012)

A = Actual Expense (to and from airport at home and destination)  
ND = Actual Number of Days (Meeting Days plus 1 night)  
CC = Committees must be required by President to meet at Int'l Convention  
to receive one day per diem.  
DD= C.Q. Committee members will  
receive Air Fare and one day per diem at the convention.  
CR – Complimentary Convention Registration

EE= For members who are not Past Presidents  
M = March Board Meeting Only  
PE= President-Elect may elect to reimburse spouse travel to his/her Governors-Elect  
Conference in lieu of Governors Conference for his/her year, but not for both  
conferences.  
PP= Past Presidents (not on the board) will receive free convention registration for themselves and their spouse  
provided they pre-register.

		OI INTERNATIONAL CONVENTION JULY			DISTRICT VISITATIONS (1 <sup>ST</sup> QUARTER MEETINGS)			DISTRICT CONVENTIONS (4 <sup>TH</sup> QUARTER MEETINGS)			GOVERNORS CONFERENCE JANUARY			GOVERNOR-ELECT CONFERENCE (SPRING CONFERENCE)			COMMITTEE MEETING			TRAINING SEMINARS			OI BOARD MEETING			NEW CLUB ORGANIZATION			OIJGC TOURNAMENT		
		TRVL EXP	PER DIEM /EXP	MAX # OF DAYS	TRVL EXP	PER DIEM /EXP	# OF DAYS	TRVL EXP	PER DIEM /EXP	# OF DAYS	TRVL EXP	PER DIEM /EXP	MAX # OF DAYS	TRVL EXP	PER DIEM /EXP	MAX # OF DAYS	TRVL EXP	PER DIEM /EXP	MAX # OF DAYS	TRVL EXP	PER DIEM /EXP	MAX # OF DAYS	TRVL EXP	PER DIEM /EXP	# OF DAYS	TRVL EXP	PER DIEM /EXP	# OF DAYS	TRVL EXP	PER DIEM /EXP	# OF DAYS
1	President	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	3	A	A	ND	A	A	ND	A	A	ND	A	A	ND#
	Spouse	A	A	ND	A	A	ND	A	A	ND	A	A	ND										M	A	ND				A	A	ND#
2	Pres-Elect/Designate	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	3	A	A	ND	A	A	ND	A	A	ND	A	A	ND#
	Spouse	A	A	ND	A	A	ND	A	A	ND	A	A	ND										M	A	ND				A	A	ND#
3	Director	A	100	ND																			A	100	ND						
	Spouse	A																													
4	JOOI President	A	A	ND																			A	A	ND						
5	Vice President	A	100	ND	A	A	ND	A	A	ND	A	100	ND																		
	Spouse	A									PE																				
6	Vice President-Elect	A	100	3										A	100	3															
	Spouse	A												PE																	
7	Imm. Past President (Board)	A	100	ND	A	A	ND	A	A	ND							A	100	3				A	100	ND						
	Spouse	A			A			A															M	A	ND						
8	Past President (Non-Board)	A		CR																											
	Past Presidents' Widow/Widower	A		CR																											
9	Int'l Representative				A*	A*	ND*	A*	A*	ND*																					
	Spouse																														
10	Int'l Committees		100	CC													A	100	ND				A	100	3						
	Convention		100	3 CR																											
	OIJGC Chair																A	100	ND									A	100	13	
	OIJGC Other Members																A	100	ND								A	100	13		

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11	Volunteer Field Rep.																		A	A	3				A	A	ND				
12	CPA Judge														A	100	3														
13	Sergeant-At-Arms		100	3	(Paid Old Timers Meal)																										
14	Convention Committees:																														
	Host Area			CR (while volunteering)																											
	Credentials	None	100	3	CR																										
	Governance/Rules	None	100	3	EE																										
	Resolutions	None	100	1	EE																										
	Cand. Qualif.	A	100	DD											A	100	3					A	100	3							
15	Governor									A	50	3																			
16	Governor-Elect												A	50	3						50	1 <sup>←</sup>									
17	District Leaders																			50	3										
18	Faculty									A	A	3	A	A	3				A	A	3										
19	Executive Director	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND			
	Spouse	A			A			A			A			A			A			A			M	A	ND	A					
20	Executive Director Emeritus	A	100	3																											
21	Staff	A	65	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A	A	ND	A		ND

VOLUNTEER AUTO MILEAGE REIMBURSEMENT IS SET AT 29 CENTS (U.S.) PER MILE IN THE U.S. AND OTHER COUNTRIES AND 25 CENTS (CN) PER KILOMETER IN CANADA

STAFF AUTO MILEAGE REIMBURSEMENT IS SET AT THE STANDARD INTERNAL REVENUE SERVICE RATE PER MILE.

THIS IS IN ACCORDANCE WITH BOARD MOTION AT THEIR REGULAR MEETING ON DECEMBER 7, 1989 AND RECONFIRMED AT SUBSEQUENT MEETINGS.

THERE WILL BE NO REIMBURSEMENT FOR THE PURCHASE OF ALCOHOL

\*Limited to personal transportation, lodging and meals, if incurred.

← after Convention

# Not to exceed seven days