POLICY I-18 – TRAVEL CHART

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

Adopted April 1, 2016

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.

CR – Complimentary Convention Registration

EE= For members who are not Past Presidents
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 (1ST QUARTER MEETINGS)			DISTRICT CONVENTIONS (4TH QUARTER MEETINGS)			VICE PRESIDENT-ELECT **TRAINING**			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	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#
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																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																					
	Spouse	A																													
6	Vice President-Elect	A	100	3							A	100	ND	A	100	3															
	Spouse	A									A	A	ND	A	A	ND															
7	Imm. Past President (Board)	A	100	ND	A	A	ND	A	A	ND							A	100	3				A	100	ND						
	Spouse	A			A			A																							
8	Past President (Non-Board)			CR																											
	Past Presidents' Spouse/Widow/ Widower			CR																											
9	Int'l Representative				A*	A*	ND*	A*	A*	ND*																					
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
11	Volunteer Field Rep.																			A	A	3				A	A	ND			
12	Sergeant-At-Arms		100	3	(Paid Old Timers Meal)																										

POLICY I-18 – TRAVEL CHART

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

Adopted April 1, 2016

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.

CR – Complimentary Convention Registration

EE= For members who are not Past Presidents
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 (1ST QUARTER MEETINGS)			DISTRICT CONVENTIONS (4TH QUARTER MEETINGS)			VICE PRESIDENT-ELECT **TRAINING**			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
13	Convention Committees:																														
	Host Area	CR (while volunteering)																													
	Credentials	None	100	4 CR																											
	Governance/Rules/ Resolutions	None	100	3																											
	Cand. Qualif.																A	100	3				A	100	3						
14	Governor																														
15	Governor-Elect													A	100***	3					100***	1←									
16	District Leaders																				100***	3									
17	Faculty										A	A	3	A	A	3				A	A	3									
18	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	A	A	ND
	Spouse	A			A			A			A			A			A			A						A					
19	Executive Director Emeritus	A	100	3																											
20	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
The Executive Director is authorized to approve the payment of unreimbursed travel expenses—not to exceed the allowed per diem—caused by travel delays incurred due to extenuating circumstances outside the control of the volunteer.
**Newly Elected Board Officers (President-Elect and two Board Directors-Elect) elected prior to the International Convention will received the same Travel Expenses as the current Board Directors to attend a Board meeting and the International Convention)
*** Or actual room rate as determined prior to the event.
For the President and President-Elect serving on the Board of Directors, all normal travel fees (not including business or first class upgrades) will be paid. This includes TSA and/or Global Entry and priority boarding.