



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA
OHIO

Reimbursement Policy

ADVISORY MEETING

- Mileage* for members of Advisory Committee and those invited by the State President
- Supplies and duplicating for meetings

STATE COMMITTEES

- Mileage* for members of the state committee
- Supplies and duplicating for meetings and state convention

EXECUTIVE BOARD

- Mileage* for Advisory Committee, Committee Chairmen, Coordinators and Liaisons, Historian and paid personnel
- Meeting space charges
- Supplies and duplicating for meetings
- Lunch for Executive Board Members attending Fall meeting

OFFICER'S MEETINGS

- Mileage* for State Officers and those invited by the State President
- Lodging for ½ double room for State Officers and those invited by the State President

STATE CONVENTION

- Registration fee for Advisory Committee, Committee Chairmen, Coordinators and Liaisons, Historian and paid personnel
- Official meals at ½ the cost for Advisory Committee, Committee Chairmen, Coordinators and Liaisons, Historian and paid personnel
- Lodging at the convention hotel at ½ cost of a double room per night for Advisory Committee, Committee Chairmen, Coordinators and Liaisons, Historian and paid personnel
- Lodging at the convention hotel at ½ cost of double room for one night for Membership Committee
- Inspirational Breakfast at ½ the cost for Membership Committee

INTERNATIONAL CONVENTION

- Reimbursement for travel, meals and lodging paid by Delta Kappa Society International shall be deposited to Alpha Delta State checking account.
- Reimbursement to additional state personnel will be appropriated in the budget as funds are available
- The following shall be considered for reimbursement:
 - The lesser amount between the lowest airline fare and automobile travel
 - Fee for the first piece of luggage
 - Transportation to and from the airport
 - Airport parking
 - Gratuities
 - Lodging not to exceed ½ the double occupancy room rate
 - Event meals
 - Additional meals while traveling
 - Convention registration fees

REGIONAL CONFERENCE

- Reimbursement for travel, meals and lodging paid by Delta Kappa Society International shall be deposited to Alpha Delta State checking account.
- The following shall be considered for reimbursement:
 - The lesser amount between the lowest airline fare and automobile travel
 - Fee for the first piece of luggage
 - Transportation to and from the airport
 - Airport parking
 - Gratuities
 - Lodging not to exceed ½ the double occupancy room rate
 - Event meals
 - Additional meals while traveling
 - Convention registration fees
- Reimbursement to state officers and personnel receiving training will be appropriated in the budget as funds are available.

CHAPTER VISITS

- Mileage* to State President or her representative
- Lodging upon approval by Finance Committee Chairman

AREA CHAPTER LEADERSHIP WORKSHOPS

- Mileage* for Area Chapter Leadership Workshop Development Team
- Lodging for ½ of a double room for Area Chapter Leadership Workshop Development Team
- Meals per travel day for Area Chapter Leadership Workshop Development Team

STATE LEADERSHIP DEVELOPMENT TEAM

- Mileage* for State Officers, Related Personnel, Committee Chairmen, Committee Members, Coordinators, Liaisons, Historian and paid personnel if participating as a trainer
- Lodging for ½ of a double room for Leadership Development Team

*The driver shall be reimbursed at the mileage rate set by Delta Kappa Gamma Society International Standing Rule 4.85 MEETINGS when traveling by car.

30/mile

Revised 11.14.14 by Finance Committee
Revised 02.28.15 by Advisory Committee
Reviewed 01.26.16 by Finance Committee
Reviewed 02.16.17 by Finance Committee
Revised 07.10.18 by Finance Committee