


Policies Governing Reimbursement



Reimbursements for Lieutenant Governors will be based on how many active Key Clubs are in the division represented. All reimbursements are subject to refusal if the Officer, Lieutenant Governor, or Liaison has not fulfilled those items listed in their respective service agreement.

Budgets for the executive officers and for division liaisons will be discussed at the first executive board training session.

A member of the District Board will receive reimbursement for expenses incurred between board meetings under the following guidelines:

A. District Board Training Conference

Lodging, specified meals, and travel expenses will be paid for by the District.

B. Key Club International Convention

The District is unable to provide funds for district officers to attend this event.

C. Summer/Fall Board Meetings

Lodging, specified meals, travel expenses, and expenses related to district business for which receipts are provided will be paid for by the District.

D. Winter Board Meeting

Lodging, specified meals, travel expenses, and expenses related to district business for which receipts are provided will be paid for by the District.

E. District Leadership Conference

Lodging, registration, specified meals, travel to the conference site, and expenses related to district business for which receipts are provided will be paid for by the District.

Student:

I, _____, understand the reimbursement policy for the Print
Name

Missouri-Arkansas District of Key Club International. I understand that the conditions set forth in the service agreement are also part of this policy.

Signature Date Candidate

District Office

Parent/Guardian: I have read and understand the reimbursement policy. I understand that the conditions set forth in the service agreement are part of this policy.

Parent/Guardian Signature Date