

Proposed Trusted Servant Reimbursement Policy

“Trusted Servants may use their approved annual budget-lines for reasonable and customary **travel** and **accommodation** expenses for attendance at their respective Area 72 quarterly meetings, for communication expenses directly related to the performance of their district responsibilities (envelopes, postage, printing, copying, etc.), and for **other expenses** if submitted in advance of incurring the expense and if approved by the District 10 Budget & Finance Committee.

Submissions for **other expenses** require approval in advance only if advance payment is requested.

Travel expenses include costs for public transportation and/or mileage paid at the current IRS business rate.

Accommodation expenses include lodging and meals at the event.

If not otherwise specified by District 10 policies, reimbursement requests may be evaluated based on Area 72 reimbursement guidelines as applicable for the respective service position.”

NOTE: This policy, if approved, will be added to each trusted servant position description in the revised District 10 Handbook.