



Registration Reimbursement Request 2017 District Education and Leadership Conference

*****Read this important message before completing this form*****

As a member of the Florida District Board of Trustees, you *may* be reimbursed up to a defined amount as indicated below for *eligible* conference registration expenses. The full amount is available only if criteria were met. Eligible expenses are any portion of your registration fee that was paid by you or your family and NOT paid by other sources such as your Key Club or Kiwanis club. No other expenses such as food, the Endowment donation, or transportation are eligible for reimbursement. Your Faculty Advisor must certify that the expenses you are claiming for reimbursement were paid **from your own funds** and not from another source.

This form must be turned in to Donna Parton at DCON no later than 11:00 AM Sunday of DCON. Failure to turn in the original correctly completed form by this time will be interpreted to mean that you are not claiming any reimbursement.
NOTE: THERE ARE NO EXCEPTIONS TO THIS PROCEDURE OR DEADLINE; therefore you are encouraged to return this form **BEFORE** DCON begins, including scanning and emailing it to Mrs. Parton prior to DCON.

A Reimbursement check will be mailed to the address you provide below following the conference.

Maximum Reimbursement Amounts

Lieutenant Governors	\$275	District Webmaster	\$275
DCON Committee Chair	\$275	District Treasurer	\$275
Executive Assistant	\$275	District Secretary	\$275
District Editor	\$275	District Governor	\$275

Name of Board member requesting reimbursement: _____

Your position on the board: _____

Mailing address (city, state, zip): _____

Amount of reimbursement:

Explain what this reimbursement is for: _____

Faculty Advisor Certification

I certify that the amount written in the Amount of Reimbursement box above does not exceed the out of pocket amount that this district board member paid for DCON registration expenses as described above and that none of this amount was paid by the Key Club, Kiwanis club or other source(s).

(Signature)

(Print Name)

Key Club of (no abbreviation): _____

Advisor's phone: _____ Advisor's email: _____

This form must be handed to Donna Parton no later than 11:00 AM Sunday of DCON.

Eligibility Requirements for Reimbursement

1. Board members must have satisfactorily completed their Service Agreement.
2. Board member must be on the board at DCON and must be present during entire conference.
3. Elected board member's successor must be installed at DCON.
4. Only DCON registration expense may be reimbursed (ex. no travel expenses)
5. Only the amount paid by the board member is eligible for reimbursement (ex. not amounts paid by the local Key Club or a Kiwanis club).
6. A minimum total program advertisement sales equal to \$30 per club (charter) within the division must be sold for all board members in that division to receive a subsidy. If less is sold, no subsidy will be given to any board member in the division.
7. Cost of replacing name badges, board shirts, lost officer pins, or other extra expenses incurred by the district will be deducted from the DCON subsidy before reimbursement is given.
8. Board member must submit a RFL or Distinguished District Officer application by DCON.
9. Reimbursements will be made after DCON. Board member will need to pay the registration and then be reimbursed by check after DCON.