



REIMBURSEMENT AMOUNTS 2016-2017

Fellow District Leaders:

The guidelines for reimbursement listed below for contests and training are the same as what was provided last year. Please remember that you should be providing a light repast at your events, not a full meal. If we find that we have to adjust our numbers to stay within our budget, we will do so at mid-year.

A. **TRAINING**

- a. \$70 for each initial training session (20 attendees **required**)
- b. \$2.50 for each additional registered attendee over 20
- c. Include sign-in sheet AND registration page from district website with each expense form
- d. **Original receipts must be submitted**

B. **AREA CONTEST**

- a. \$50 for each area contest
- b. Dual contests will be reimbursed at a maximum of \$100
- c. Triple area contests will be reimbursed at a maximum of \$140
- d. Include sign-in sheet with expense form
- e. **Original receipts must be submitted**

C. **DIVISION CONTEST**

- a. \$150 for each division contest
- b. Include sign-in sheet with expense form
- c. **Original receipts must be submitted**