

Club Official Visit (306)

Approved Expenses – Paid by PI for District Officers

Visits to Clubs

The club visits of an official nature are made in accordance with itineraries planned and approved by the club, the District Administrative Council, and assigned Executive Committee Representative. It is preferred that these visits take place before December 31.

Reimbursement for club visits will be based on the annual approved Pilot International budget which includes the allotment for club visits. District Leadership is encouraged to use technology, and club visits may be made via Skype or teleconference to the board/members. As District Leadership may visit multiple clubs in a single trip, the number of clubs visited should be included on the Travel Reimbursement Form. The total reimbursed will not exceed the allotment per club multiplied by the number of clubs visited.

A district may request that its unused funds be applied to travel reimbursement requests that are in excess of the per club allotment. Examples of this would be club visits requiring air travel or long distance travel. The request must be signed by the District Governor and include minutes where the District Administrative Council authorized the request and a copy of the original reimbursement request. The request must be made after all clubs visits have been made and reimbursements paid.

The approved District Travel Reimbursement Form and the District Report for Club Visits & Communications should be completed and submitted to Pilot International Headquarters within 30 days of the visit. The District Report for Club Visits & Communications form should also be shared with the Governor and ECR.

(Revised August, 2016)