



### A GUIDE TO DIAMOND CLUB REIMBURSEMENTS:

Contact your Diamond Club Manager for any questions regarding your reimbursements before the reimbursement deadline or prior to travel.

1. Each Diamond Club Member is personally responsible for the submission of their own reimbursements by the reimbursement due date each month.
2. Submissions will be approved or denied depending on the correct entry and the validity of the submission.
3. In order to be reimbursed for flying and driving, you must submit all of your receipts. Receipts must be legible.
4. Food, lodging, room rental/meeting space will not be reimbursed in any situation.
5. Reimbursements for Diamond Club are limited to the travel reimbursements listed below.
6. Flights paid for by "Miles" or "Points" are not eligible for reimbursement.
7. In order for your reimbursements to get paid out on time, check to make sure you have submitted all required information

**DRIVING TRIP AFTER FLIGHT EXAMPLE:** First, remember that the flight destination must have an event for this example to be eligible for reimbursement.

If you fly from Sydney to Perth and hold an event in Perth, you could then drive to Waroona, WA, (112 km away) to have an event and request reimbursement for the drive from Perth to Waroona. Remember that the rental car cost and the mileage will combine and you are allowed a maximum of \$200 for the total reimbursement. You can also submit your roundtrip flight receipt from Sydney to Perth for up to \$250.

### BASIC FLIGHT

**EXAMPLE 1:** Purchase a flight for \$185.00 and you are eligible to be reimbursed for the entire \$185.00.

**EXAMPLE 2:** Purchase a flight for \$375.00 and you are eligible for the max reimbursement of \$250.00.