



Mid-Atlantic RLI

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Reimbursement Policy

Revised July 15, 2022

The Mid-Atlantic RLI (MARLI) Board of Directors are very grateful for the many Rotarians throughout our member districts that passionately serve in faculty and/or staff positions. Our collective goal is to identify and prepare talented facilitators who can inspire Rotarians throughout RI Zone 33 that register for local RLI events. While we hope to have talented faculty reasonably close to our events, there are occasions when faculty or staff may be requested from more than 2 hours away. To be fair to all concerned, the MARLI board of directors offers reimbursement upon request as follows:

District RLI Events – Faculty, Regional Coordinators, Staff, and Members of the Board

Mileage = 20 cents per mile, per vehicle, round trip. Reimbursement limited to travel in excess of 75 miles each way. If an alternate means of transportation is used, reimbursement is limited to the mileage total.

Hotel = Full reimbursement up to \$125 for one night.

Annual Winter Meeting, Summer Meeting, and other Divisional Administrative Meetings

No mileage or hotel reimbursements apply for board and staff members bi-annual faculty training.

International Curriculum Meeting (bi-annual)

Travel and registration expenses will be reimbursed for no more than two MARLI representatives. Reimbursement will not exceed \$1,500 per person and is intended to cover mileage in excess of 75 miles each way and no more than two hotel nights. The two MARLI representatives should include the Faculty Trainer and a representative selected by the Board.

Exceptions

Any special exceptions to the policy as stated above will be at the discretion of the Regional Coordinators Committee Chair and Finance Committee Chair.

Reimbursement Application

Our Reimbursement Request Form for submission to the MARLI treasurer can be found here:

<https://dacdb.com/Accounts/3333/Downloads/0/Facilitators/Reimbursement%20Request%20Form.pdf>