

## **Assistant Governor Expense Reimbursement**

The District will reimburse expenses up to \$600.00 per year or \$150.00 per quarter. These expenses include:

- .625¢ per mile
- Meals paid at club meetings
- Telephone calls to clubs
- Copying and other administrative tasks

The District will pay registration expenses and hotel costs for PETS. The District will provide a rooming list to the hotel and pay the hotel directly for room and tax. Incidental expenses will be the responsibility of the Assistant Governor.

The District will pay registration expenses for District Assembly. Each Assistant Governor Coordinator should complete a registration form and send it to the District Administrator at [districtadministrator@district6110.org](mailto:districtadministrator@district6110.org)

Other expenses, such as expenses for District Conference, mileage for PETS, Assembly, or Assistant Governor Training can be claimed against the \$600 budget.

All requests for expense reimbursement should be sent to [districtadministrator@district6110.org](mailto:districtadministrator@district6110.org)

## Assistant Governor Expense Report

In order to receive reimbursement for your expenses, please complete this form and send to [districtadministrator@district6110.org](mailto:districtadministrator@district6110.org)

**Assistant Governor Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Period Covered: \_\_\_\_\_ Qrt. = \_\_\_\_\_ thru \_\_\_\_\_

Mileage to call on clubs or attend training = \_\_\_\_\_ X .625 per mile \$ \_\_\_\_\_

Meals paid for at clubs = \$ \_\_\_\_\_

Telephone expense to call clubs = \$ \_\_\_\_\_

Copying and secretarial expenses associated with club visits  
and administrative tasks = \$ \_\_\_\_\_

Other – Please explain: \_\_\_\_\_ \$ \_\_\_\_\_

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**Total Expenses** \$ \_\_\_\_\_

Note: The allocation for the full year for each Assistant Governor is \$600 per Rotary year. In order to prevent issuance of a 1099 for the expense allocation for each Assistant Governor, reimbursement for monies must be accompanied in this fashion. It is your decision what to do with the funds. It is also up to you whether you wish to submit an expense report quarterly or submit four expense reports at the end of the year. Should you have any questions, you may contact the District Administrator, Cole Adamsson or the District Treasurer, Preston Smith.