

Assistant Governor Expense Reimbursement

The District will reimburse expenses up to \$800.00 per Rotary year.

These expenses include:

- .655¢ per mile for club visits
- Meals paid at club meetings
- Assistant Governor Business Cards
- Copying and other administrative tasks

The District will cover registration expenses and hotel costs for MAPETS and AG Training. 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 for the following expenses: District Conference Registration Fee, District Training Assembly Registration Fee, and Mileage for MAPETS, District Training Assembly, District Conference, Regional Connections, and Assistant Governor Training. Expenses must be submitted within 30 calendar days of the event. These expenses will not be taken out of the \$800 AG budget. These expenses must be on their own expense report specific to the event.

All requests for expense reimbursement should be sent to 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

Assistant Governor Name: _____

Mailing Address: _____

Period Covered: _____ Qrt. = _____ thru _____

Mileage for club meeting or attend district event = _____ X .655 \$ _____

Meals paid for at clubs = \$ _____

District Event Registration Cost = \$ _____

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

Other – Please explain: _____ \$ _____

Total Expenses \$ _____

Note: The allocation for the full year for each Assistant Governor is \$800 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. Should you have any questions, you may contact the District Administrator, Cole Adamson or the District Treasurer, Preston Smith.