

Rotary District 7670
Expense Reimbursement Guidelines (1 July 2019)

Our District will provide funding for Rotarian's expenses within the limits of the District Budget. Generally, the District will reimburse Rotarians serving on behalf of the District Governor and District operations (such as foundation, membership, event preparation). For reimbursement, Rotarians will submit the District Reimbursement Request (attached) along with copies of bills and receipts no later than 14 days after the event.

To the extent possible, District Committee Chairs, and Council members will include anticipated reimbursement expenses to the Finance Committee Chair and the DGE during the budget preparation process each year. Expenses not in the budget must be approved BEFORE expense is incurred. Final decision on reimbursement issues will be by the District Governor with advice from the Finance Committee. Any approved travel reimbursement will be a rate established by the Finance Committee and approved by the District Council. The current rate is \$0.25 per mile (current rate) or actual costs when three or more attendees carpool. Some EXAMPLES of possible reimbursable expenses for Rotarians working on district business include (see attached spread sheet):

PETS: The District will reimburse the following:

- The Registration, lodging and meals package for DGND
- The Registration, lodging and meals package for the District Trainer including Thursday for set up if required.
- The Registration, lodging and meals package for Assistant Governors on a shared room basis.

GETS and Zone Institute: The District will reimburse the following:

- GETS Registration, lodging, and meals for the DGN and spouses of DGE and DGN. Travel costs for DGE and DGN when travel exceeds 100 miles one way. The DGE is partially reimbursed by RI consequently the District will provide advance payment in the amount of the expected reimbursement; RI pays no spousal costs. The District will reimburse the DG, DGE, and DGN costs associated with class hospitality and class dinners.

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- Zone Institute: Registration, lodging and meals for the DG, DGE, DGN and spouses plus travel costs (at \$0.25 per mile) when travel is in excess of 50 miles one way. District will reimburse PDGs attending up to \$500 each, but not more than a total of \$2000 for all PDGs (to offset costs associated with Zone Institute attendance); The DG approves reimbursement by any PDGs. For example, if five PDGs attend, then each is reimbursed \$400, if one PDG attends reimbursement is \$500, if 10 PDGs attend, then reimbursement is \$200, etc.

Zone Committee Meetings: The District will reimburse the following:

- Registration, and room costs for ZONE Partnering Training including DG, DGE, DGN, DGND, District Foundation and Membership Chairs, Foundation Sub-Committee Chairs (Fund Raising, Grants, Polio Plus as the agenda dictates), and the Public Image chair, ~~and the District Secretary (as required)~~. The District will reimburse mileage at a \$0.25 per mile rate or actual costs when more than three attendees carpool.

District Training Meetings:

- Registration costs of district seminars and other events for DG, DGE, DGN, DGND, District Secretary, Trainer, Assistant Governors, affected District Committee chairs and members when District Governor requires their attendance. Examples include the foundation seminar, Grants seminar, membership and training seminar and assembly.

Youth Services: The District will reimburse the following:

- Youth Exchange: Registration, and lodging for one of the District Governor chair, YE District Chair, Inbound Chair, Outbound Chair, and Short-term Exchange Program Chair attendance at Ohio-Erie sponsored events. The District Governor may approve additional attendance for training and experience purposes. The District will reimburse mileage at the \$0.25 ~~IRS~~ ~~charity~~ rate or actual costs when more than three attendees carpool.
- Youth Services Chair, District Interact Chair and District Rotaract Chair, RYLA Chair: Registration, and lodging for the District Chairs for Youth Service, Interact Chair, RYLA Chair and Rotaract Chair attendance at District sponsored youth events (excluding district conference). The District will reimburse mileage at the \$0.25 ~~IRS~~ ~~charity~~ rate or actual costs when more than three attendees carpool.

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- Some examples of expenses normally **ineligible** include:
 - Expenses not included in the District Budget or approved by the District Governor prior to the event and any expenses reimbursed directly by RI.
 - Alcohol or personal items.
 - Expenses of a spouse/partner when attendance is not required or not participating in the event.
 - Purchase of normal office items such as software and its support, telephone access, internet access, office equipment, telephones, computers, camera, scanner or the repair of such items. This does not apply to District administrative costs which are covered in the District Budget.
 - Non-Rotarian volunteers' expense unless approved in advance by the District Governor.