

# ASSISTANT GOVERNOR EXPENSE REIMBURSEMENT REQUEST

## Rotary International District 7770 2023-24 District Governor Lou Mello

Submit no later than 6/15/2024 to  
Debra Walworth, District Treasurer  
Email to: [dwalworthcpa@comcast.net](mailto:dwalworthcpa@comcast.net)

Or mail to:  
358 Deep River Rd  
Summerville, SC 29486

Assistant Governor: _____	Area#: _____
Mileage for up to one visit per month to area clubs: Times the Current IRS mileage rate Calculated Amount	_____ miles \$ _____
Meal costs for up to one visit per month to Area clubs:	\$ _____
Area meetings costs:	\$ _____
Postage:	\$ _____
Copying Costs:	\$ _____
Long distance phone calls:	\$ _____
Other costs – please itemize: _____ _____	\$ _____ \$ _____
Total Expenses	\$ _____

**\$500.00 Maximum**

**PLEASE NOTE: Documentation for all expenses that exceed \$75.00 is required to be attached and/or submitted.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Address to mail check: \_\_\_\_\_