

ASSISTANT GOVERNOR EXPENSE REIMBURSEMENT REQUEST

**Rotary International District 7770
2014-15 District Governor Jimmie Williamson**

**Submit to
Larry Montague, District Treasurer
% Burkett Burkett & Burkett CPAs, P.A.
PO Box 2044, West Columbia, SC 29171**

Assistant Governor: _____ **Area #:** _____

Mileage for up to one visit per month to area club: _____ miles
Times the Current IRS mileage rate
Calculated Amount \$ _____

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