**Rotary District 6380 Conference**

**The Grand Hotel, Mackinac Island**

**May 4-7, 2017**

**Policy – Livingston Sunrise Rotary Club Officer Reimbursement**

(revised 9/22/16)

It is the desire of the Board to incent our Club Officers to attend the annual District 6380 Conference. Toward that end, the 2016-2017 Club Budget includes $3,000 to be used for expense reimbursements for the 2017 District Conference for Club Officers. Club Officers are defined as President, President Elect, Secretary and Treasurer.

Following is the policy for reimbursement.

The reimbursement can be for Conference registration for the officer and spouse or significant other, hotel or transportation to/from the Conference. Transportation can be by bus or auto.

It must be for the time period May 3-8, 2017

All expenses will be reimbursed after incurred following the Conference.

Receipts are required for all expenses to be reimbursed, including gasoline if transportation is by auto.

In no case will the reimbursement exceed $1,000 for an officer. Total expenses for the Club (all officers attending) will not exceed the budgeted amount of $3,000. So, if all four officers attend, the reimbursement will be limited to $750 for each officer.

Officers must be in good standing on dues to apply for reimbursement.

All expenses must be submitted on a form designated by the Club Treasurer by June 26, 2017. Any receipts or expenses submitted after that date will not be reimbursed.

This reimbursement is available to officers for the Rotary District 6380 Conference in 2017. It cannot be used in addition to any other reimbursements offered to members by the Club for the District 6380 Conference. However, if the officer chooses to also attend the Rotary International Convention in Atlanta in 2017, the $500 Club reimbursement under that policy can be used for the International Convention.