**Rotary District 6380 Conference**

**The Grand Hotel, Mackinac Island**

**May 4-7, 2017**

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

(revised 9/22/16)

It is the desire of the Club to incent Club members to attend the District Conference, which is held on Mackinac Island at the Grand Hotel in 2017.

Following is the policy for reimbursement.

The reimbursement can be for Conference registration for the member and spouse or significant other, for 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 $500 for a member.

Members 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 members for the Rotary International Convention or the Rotary District 6380 Conference in 2017. It cannot be used for both events. That is, if you use the $500 reimbursement for the District Conference you cannot again receive a reimbursement for the International Convention as well.