**Rotary International Convention**

**Atlanta, Georgia, USA**

**June 10-14, 2017**

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

(revised 9/22/16)

We have a rare opportunity in that the 2017 RI Convention is in the Eastern U.S. (Atlanta) which allows more members in our area to attend. In order to assist club members with the costs of the Convention, the Board of Directors of the Livingston Sunrise Rotary Club has approved up to $500 reimbursement to members who attend the RI Convention in Atlanta.

Following is the policy for reimbursement.

The reimbursement can be for Convention registration for the member and spouse or significant other, for hotel and transportation to/from Atlanta. Transportation can be by bus, airline or auto.

It must be for the time period June 9-15, 2017

Convention registration can be reimbursed at the time of registration (before the Convention). If for some reason the member is unable to attend, the member will reimburse the Club for the full amount paid to the member by the Club.

All other expenses will be reimbursed following the Convention.

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

In no case will the reimbursement exceed $500.

All expenses must be submitted on a form designated by the Club Treasurer by June 30, 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.