

## INSTRUCTIONS

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- Used to reimburse CLUB expenses
- Located on Club Runner in the lower right hand corner, labeled "Club Expense Form"
- Before Requestor submits to Committee Chair:
  - Complete the entire form and sign it (use fillable pdf version when possible)
  - Attach receipts
  - Give to applicable Committee Chair for review, account coding & signature
- Before Committee Chair submits for reimbursement:
  - Code applicable Account Code (See 4<sup>th</sup> Column)
  - Review reimbursement request and receipts
  - Sign if reimbursement request approved
  - Submit to Club Secretary for processing

Make Check Payable To: \_\_\_\_\_

Mail Check To: \_\_\_\_\_

CA

I certify that the above is true and correct.

Requestor: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee OR Event Chair's Signature & Date Approving Expense:

\_\_\_\_\_  
Signature                      Committee                      Date



## Account Codes for Reimbursement of Club Expense

Club Admin	Acct #	Title	Examples / Explanation
	6009	Supplies	Checks, Envelopes, Banners, Caps, Lunch coupons, etc.
	6013	Club Equipment	
	6020	Printing	Committee notebooks & Annual Report
	6025	Information Technology	QuickBooks, E-voice, E-fax, Survey Monkey, Constant Contact
	6030	Mary Ave Storage	Storage at Mary Ave.
<b>Club Services</b>	5003	Room Rental	Cost of room for lunch meetings
	6003	Conference Rooms	Conference Rooms for Committee Mtgs.
	6201	Holiday Party	
	6202	Kick-out Party	
	6211	Fellowship Special Events	Pres Picnic, Diwali, Lunar New Year, March Event
	6308	Administrative Exp.	Administrative expenses not otherwise listed
	6309	Speaker Gifts	President's Choice of Gift
	6315	Routine Weekly Meetings	Decorations and everything else for weekly meetings
	6316	Weekly Meeting Enhancements	For more-than-routine weekly meeting expense
<b>Communication</b>	6012	Website	ClubRunner
	6016	Public Relations	Ads
<b>Membership</b>	6403	New Member Orientation	
	6404	Induction and Supplies	
	6406	Sponsor/Mentor Program	
	6410	New Member Lunches	At induction new member & 1 non-Rotarian guest
<b>Club, Dist. &amp; RI</b>	6005	Membership Expenses	Chamber Commerce Membership
	6010	Taxes	Franchise Tax Bd & CA Attorney General Filings
	6014	President's Fund	President's "Fund" (See P&P for allowed expenditures)
	6027	Merchant Service Charges	Credit Card Fees
	6032	Accounting Services	CPA Fee/Charges
	6311	Lunch Guests	Related to AOS comp'd lunches & Pres. approved lunches
	6501	Charitable Expense	Unanticipated non-CREF Charitable expense
	6901	Dist. Assembly/AOS	
	6902	District - Other	
	6903	Dist. Confer/Hospitality	
	6904	District Dues	
	6905	President-Elect Training	
	6906	RI Convention	
	6907	RI Dues	
<b>Lunches</b>	5001	Direct Lunch Expense	Member pass-through lunch expenses
<b>Programs</b>	5004	Speakers	Lunch for speakers
<b>TRF</b>	6023	Other Printing & Copying	TRF Brochure & Mailing Costs
<b>Youth Services</b>	6711	Youth Services	Youth Services expenses that do not fit into CREF/Ave of Service Category. Cannot be used for lunches
7/14//23			