

## FINANCIAL GUIDELINES FOR ROTARY DISTRICTS AND CLUBS PARTICIPATING IN THE OPEN WORLD PROGRAM

Rotary International (RI) has been awarded a grant from the Open World Leadership Center<sup>1</sup> in Washington, DC (the Center), to support Rotary districts and clubs participating in the **Open World Program in 2019** hosting year.

This grant is a part of the annual funding, provided by the U.S. Congress to support Open World (OW) initiatives through the Center and its grantees (host organizations). RI grant is administered under the OW grand guidelines. It is important that local host coordinators become familiar with the summary of these provisions, outlined below, and comply with them.

In compliance with RI financial regulations and the OW grant guidelines, expenses for OW local programs must meet the following requirements:

- **Each expense must be documented\***
- **Receipts and/or invoices must be provided for all expenses of \$25 or above**
- **Alcohol expenses are not permitted and will not be reimbursed**
- **Expenses of \$250 or above must to be pre-approved by RI before hosting**
- **Expense reports' submission must be **no later than 3 weeks** after the program is complete.**

*\* Expenses that are not recorded and not supported with proper documents will not be reimbursed.*

**NOTE** – Credit card statements are not accepted in place of receipts/invoices.

Amounts below will be available to reimburse program-related costs incurred during hosting of a civic-theme delegation by your District and/or Club(s). A typical **OW delegation is formed of six participants** (5 delegates and 1 facilitator). Program's duration is **8 days and nights**.

<b>\$3,600</b>	<b>Eligible Hosting Expenses</b> (transportation and meals for the delegation)
<b>\$ 400</b>	<b>Cultural/Ticketed Events</b> (concerts, sporting events, museums, etc. for the delegation)

**NOTE** –

These amounts are limited to cover expenses of the delegation's 6 participants (5 delegates and 1 facilitator). In some cases, it is allowed to include expenses for a few Rotarians who are accompanying delegation during the program.

**EXAMPLES OF ELIGIBLE EXPENSES FOR HOST ROTARIANS:**

- Transportation:
  - Vehicle rental and gas expenses to transport visitors;
  - Airport transportation;
  - Mileage reimbursement (\$0.58/mile) for privately owned vehicle (POV) usage;
  - Public transportation fares (*please note that the delegates are not allowed to use public transportation without local host escort*).

<sup>1</sup> Open World Leadership Center is an independent federal agency with its own governing Board of Trustees and staff. Open World is the U.S. legislative branch's only exchange program and annual funding is provided by Congress.

**NOTE –**

Gas expenses can be reimbursed only for rented vehicles. When POV is used during hosting – only mileage can be reimbursed.

- Business related meal/food costs – the purpose of the function at which food is served must be explained (for example, lunch with business executives as part of the discussion on economic issues or informal social events, e.g., a potluck dinner or informal banquet) and itemized receipts from restaurants/catering services, etc. must be submitted.
- Special events:
  - Community-wide event, local cultural and recreational events i.e., baseball, concerts, museums, hikes, etc.;
  - Cultural events – theater, exhibits, field trips, etc.
- Programming costs associated with planned civic theme activities:
  - Press Conference set up: rental of speakers, microphones, and facility.
- Attendance at a Rotary club meeting.
- Small gifts or souvenirs for participants.
- Photographs and other media.

**EXAMPLES OF INELIGIBLE EXPENSES:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Payment to host families;</li> <li>• Payment to visitors;</li> <li>• Cash to visitors;</li> <li>• Alcoholic beverages;</li> <li>• Promotional materials for Rotary: Rotary pins, merchandise or literature;</li> </ul> | <ul style="list-style-type: none"> <li>• Entertainment;</li> <li>• Extravagant dining;</li> <li>• Honorariums;</li> <li>• Bad debts;</li> <li>• Fines and penalties;</li> <li>• Goods or services for personal use.</li> </ul> |
|---|--|

**EXPENSE REPORT SUBMISSION:**

Expense Report package must be received at RI no later than 3 weeks after hosting – at the same time as the Final Report materials (including a Host Narrative, Final Agenda) are due.

**NOTE –** Per grant guidelines, RI is able to issue one reimbursement check made out to either a host Rotary Club or District or a Rotarian – a local host coordinator for a host RC or District.

**TWO WAYS TO SUBMIT THE EXPENSE REPORT PACKAGE:**1) **Via Email** (Natalia.kunzer@rotary.org)

- Scan of the Expense Report package in one PDF including
  - Completed and signed OW Expense Report/Reimbursement request Form
  - Receipts and invoices of \$25 and over organized and arranged on letter-size blank papers for easy review

or

2) **Via Post**

(Rotary One Center, Rotary International, Open World Program, 1560 Sherman Ave., Evanston, IL 60201-3698)

- Original of the completed and signed RI Expense Report Reimbursement Form for the Open World Program participants [Rotary clubs or districts]
- Original receipts and invoices;
- Completed Cost Share Form

For more details on how to apply for reimbursement please see – **Attachment A** “Applying for Reimbursement” Instructions and **Attachment B** RI OW Expense Reimbursement Report/Request Form.

## “APPLYING FOR REIMBURSEMENT” INSTRUCTIONS

After the hosting has concluded, compile an expense report package that has to include the following:

1. Completed and signed **RI Open World Program Expense Report/Reimbursement Request Form** and
2. **Original receipts\* and invoices** for all expenses of \$25 and over.

### **\*RECEIPTS:**

Receipts, particularly meal receipts, should show the items that were purchased, not just the credit card receipt that shows the total. There are a few reasons for this, a key one being to confirm that alcohol was not included.

If you're sending the Expense Report via post, you may include in the package a CD with several high resolution photos from the program (action pictures depicting Rotarians, delegates and their American counterparts during meetings, tours, etc. pictures that include Rotary symbols are a plus).

## SUBMISSION DEADLINE

The expense form and supporting materials must be received at RI Programs Department via email or post, **no later than three weeks** after hosting. Your expense report will be processed within two weeks from the day a complete package of necessary materials and documentation has been received. Completed **OW Cost Share form, Final Agenda** and **Host Narrative** are due at the same time **via email**.

### NOTE –

It is essential that your expense report and other final report materials are received by the given deadline. Late submissions may result in delays of payment or non-payments.

**ORGANIZE YOUR EXPENSE REPORT** by date (in a chronological order) and budget category: “Hosting Expenses” and “Cultural/Ticketed Expenses”. Complete the provided RI OW Expense Report Reimbursement Request Form for OW Participants with as much detail as possible, including the following:  
the total. There are a few reasons for this, a key one being to confirm that alcohol was not included.

- Date of expenses
- Description of activities:
  - Number of participants and their names
  - Amount per person
  - Purpose
  - Place and location
- **Number receipts and invoices**, which will make easier to reference between the listed expenses and provided receipts/invoices and will expedite process of reviewing and reimbursement;
  - Number and list/mark the items with corresponding number on the expense report form.
- **Keep invoices and receipts in order;**
- **For scanning** paste each receipt and invoice individually (not together) on blank paper with scotch tape, so that each receipt/invoice is clearly visible. **Do not cover one receipt with another, do not fold receipts.**

**Please DO NOT STAPLE RECEIPTS AND INVOICES together or to the expense report.**

Please make sure the expense reimbursement package includes: **a signed expense report form and original itemized receipts and/or invoices** for all claimed expenses that are equal or greater \$25.00. **Credit card statements, notes, receipt copies are not sufficient and won't be accepted.**

### **MAIL THE ENTIRE EXPENSE REPORT PACKAGE TO:**

Rotary International  
Open World Program  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698

### **ROTARY STAFF CONTACT INFORMATION:**

Rotary International  
Open World Program  
E-mail: [Natalia.Kunzer@rotary.org](mailto:Natalia.Kunzer@rotary.org) or  
[OpenWorld@rotary.org](mailto:OpenWorld@rotary.org)