

DISTRICT STAFF REIMBURSEMENT GUIDELINES
ROTARY YEAR 2017-18

These are general guidelines and may not cover all circumstances and expenses. Additional questions should be directed to either District Governor John Weiss or District Treasurer Gregg Burt.

The 2017-18 District 5240 Budget provides reimbursement for mileage and some expenses for EAGs, AGs, Avenue of Service Advisors and others district staff for travel within the District on official Rotary business. Some mileage/expense reimbursements are also available to Foundation and Membership staff.

The Expense Reimbursement Claim Form must be filled out, using the proper line numbers/account descriptions and attaching receipts for non-mileage reimbursements. The codes must be consistent with an approved budget line. A 'Google Maps' or other document showing the start point, end point and miles claimed should be attached for mileage related expenses. EXAMPLE: Each EAG is allowed mileage reimbursement @ .30 cents per mile not to exceed \$250 cumulatively. The budget line number for this is 2450.35. The account description is EAG - Transportation. "Expense Claimed" explains the expense. Please note that any mileage reimbursement claimed over .14 cents per mile may be subject to income reportable to the IRS. You should consult your tax consultant for further explanation.

ALL reimbursement requests go to District Treasurer Gregg Burt as noted on the form. However, Gregg may be required to review with the District Governor and obtain his signature as you see on the form. We will make every effort to get you your reimbursement as soon as possible but some expenses could take 3-4 weeks.

We recognize that every Rotarian working on behalf of Rotary cannot be financially reimbursed for all of their expenses. The amount budgeted will probably not cover all of your actual out of pocket expenses. It does provide some support for your efforts. Additional questions or requests outside of the approved budget should be directed to either District Governor John Weiss or District Treasurer Gregg Burt. Thank you for all you do in the service of Rotary and the members of our District.