



District 5370

# **District Expense Claim Policy**

# Rotary International District 5370 Expense Claim Policy

The following chart summarizes the allowable expenses as explained in the District 5370 Expense Claim Policy.

Travel, accommodation and meal expenses<sup>1</sup> are reimbursed for the following activities and District Leadership Positions.

DG	District Governor
DGE	District Governor-Elect
DGN	District Governor-Nominee
DGND	District Governor Nominee Designate
AG	Assistant Governors
DCC*	District Committee Chairs

Expenses	
Yes	Y
Yes with partner	YP
Covered by RI Stipend	YELLOW
Covered by District	BLUE
Not Covered	RED

	DG	DGE	DGN	DGND	AG	DCC
District Leadership Assemblies and Meetings	YELLOW	BLUE	BLUE	BLUE	YELLOW	BLUE
District Conference	YP	RED	RED	RED	RED	RED
Club Visits	YP	RED	RED	RED	BLUE	2
Zone Institute/Training	YP	YP	Y	RED	RED	3
Rotary International Convention	RED	YP	Y	RED	RED	RED

1. Meal expenses will only be reimbursed for expenditures covered under the RI Stipend.
2. Expenses for club visits may be reimbursed ie. Foundation and Membership Presentations
3. Expenses for Committee Chairs to attend Zone Institute/Training require District Board approval.



## District 5370 Expense Claim Policy

2022-2023

This document provides information, procedures and a summary of expense reimbursement in District 5370 in accordance with the District Policy and Procedures.

In general, expenses that are eligible for reimbursement are those that have occurred because the Rotarian holds a District position and those expenses are included in the approved District budget.

Reimbursement of expenses for Zone training events and the RI Convention will be subject to a cap established as part of the District Budget. Requests for expenses not included in the District budget will only be paid on the recommendation of the District Finance Committee and approval of the District Board.

All committee and/ or individual claims for reimbursement of expenses must be approved by the respective Committee Chair prior to being submitted for payment. Additionally, Youth Exchange expenses which must be approved by the Youth Exchange Chair.

Reasonable and proper expenses incurred in the performance of duties are reimbursed as follows:

Mileage	<p>mileage reimbursement will be based on the lessor of current Rotary International rate, currently .59/km, times kilometers or equivalent economy airfare.</p> <p><b>Proposed: Allowable mileage expenses can be based on actual expenditures with receipts or reimbursement based on the Canada Revenue Agency approved mileage rates</b></p>
Airfare	reimbursement will be for economy flights.
Lodgings	reimbursement rate will be based on a standard single room at the hotel where the event is held or a similar rate at a nearby hotel.
Meals	Will only be reimbursed for expenses covered by the RI Stipend. Allowable meal expenses can be based on actual expenditures, excluding alcoholic beverages, with receipts or per diem based on Canada Revenue Agency approved rates (currently \$17/meal or \$51/day)
Office Supplies including Telephone	Will be reimbursed at cost for expenses covered by the RI Stipend and for items budgeted.

## General District Budget Information for Expense Claims

The District Finance Committee, in consultation with Committee Chairs, shall prepare a proposed District budget, for approval by the District Board prior to presentation to the District membership no later than April 30<sup>th</sup> each year. The District Budget shall include a minimum of \$10.00 per District Rotarian for the subsidization of the District Conference fee and shall include a sum for the following purposes:

- i. A sum to defray the costs of travel, printing, postage, communication supplies, and other incidental expenses incurred by the District Governor which are not covered by the District Governor's allocation from Rotary International.
- ii. A sum to cover the expenses of the District Governor-Elect and companion to attend the annual meeting of Rotary Zone 24; a sum to cover the expenses of the District Governor-Nominee to the Zone 24 annual meeting, and a sum to cover the expenses of the District Governor-Elect and companion the District Governor Nominee to attend the International Convention at Rotary International. All such sums are to include economy airfare.
- iii. Sums to cover expenses incurred, with the prior approval of the District Governor, by District committees as provided in the budget;
- iv. A sum to provide for the publication of a District directory by the District Governor;
- v. A sum to provide for the Accountant's review of the District accounts;
- vi. A sum to cover miscellaneous grants and awards;
- vii. A sum to be paid to the extent needed to the Club or Clubs hosting the District Assembly and District Conference to meet any excess of costs over revenues;
- Viii. A sum to cover some of the expenses of the District Governor-Nominee;
- ix. An annual membership fee to be paid to the Waterton - Glacier International Peace Park;
- x. A sum to assist remote District 5370 Clubs to send representatives to District Meetings and District Conferences. (Northern Travel Subsidy)
- xi. A sum to take care of the unforeseen and not provided for.

## Northern Club Travel Subsidy

A sum to assist remote District 5370 clubs to send representatives to District meetings. There will be a levy of \$2.00 per member in the District to assist with travel costs for the northern clubs. The levy will result in a fund being created and this fund will be applied up to the following amounts.

- i. Yellowknife - \$1600.00
- ii. Fort Nelson - \$800.00
- iii. Hay River - \$800.00
- iv. Whitehorse - \$1600.00

## Assistant Governor Expense Policy

Assistant Governors will be reimbursed for expenses incurred by attending District meetings and the District Assembly. The Rotary International District Governor allocation provides for these expenses.

An Assistant Governor is eligible to receive reimbursement for the following travel costs:

- a) Mileage: Mileage reimbursement will be based on the lesser of current Rotary International rate times kilometers or equivalent economy airfare. Assistant Governors will be reimbursed for a maximum of four Club visits. One visit will be the official visit of the

District Governor, one visit will be prior to the beginning of the Rotary year for the purpose of assisting clubs in the planning process, one visit at the end of the Rotary year to ensure all necessary reports are completed, and the fourth visit at the discretion of the Assistant Governor in consultation with the District Governor. Meal expenses for required visits are incurred by the visited Club.

- b) Airfare: If travel by vehicle is not reasonable, then airfare will be reimbursed for economy flights.
- c) Accommodation: Accommodation will be reimbursed if the distance travelled requires an overnight stay to attend training or Club visits.
- d) Meals: No reimbursement is provided for meals.

## **District Governor, District Governor-Elect, District Governor-Nominee and District Governor Nominee Designate: Rotary International Guidelines**

### **District Governor**

The District Governor receives an allocation from Rotary International to cover expenses during the Governor year for Club visits, District Conference, training meetings and office expenses.

As indicated in the Governor Manual (2018-2019), District budgets should include funds to support the Governor and Governor -Elect (in addition to the Governor 's funding from Rotary) as they prepare and perform the responsibilities of office. Besides the official Rotary activities in the District, the Governor might need to participate in special Club or District events. In accordance with Rotary International policy, the Club or District should cover the expenses associated with these additional activities. The District funds should also cover the expense of any visit to the District by the Rotary International Zone Director or any other Rotary International or Rotary Foundation officer invited to the District.

### **District Governor-Elect**

As indicated in the Governor Manual (2018-2019), District budgets should include funds to support the Governor-Elect (in addition to the Governor's funding from Rotary International) as the Governor-Elect prepares for and performs the responsibilities of office.

The District budget will cover the expenses of the Governor-Elect and partner to attend the Zone 24 annual meeting and the Rotary International convention. All such sums are to include economy airfare for the Governor-Elect and companion.

Attendance at additional Zone or District events may be eligible for reimbursement with the approval of the District Governor.

### **District Governor-Nominee**

The District budget will cover the expenses for the District Governor-Nominee to attend the Zone 24 annual meeting and the Rotary International convention. The Governor-Nominee is expected to attend District committee meetings as an observer. Expenses to attend committee meetings, training meetings, District assemblies will be reimbursed.

### **District Governor Nominee Designate**

The District Governor Nominee Designate will be ratified at a General Meeting of the membership (usually the Spring Assembly) at which time the District Governor Nominee Designate will become the District Governor-Nominee.



## **Additional Guidelines**

All expenses incurred and being claimed should be done promptly, preferably within 60 days of the date the expense was incurred.

Due to the end of the year accounting, all expenses incurred June 30 or before must be submitted no later than July 31 for reimbursement.

Appropriate receipts must be submitted with the Expense claim form to the District office.

Partner expenses are not reimbursed except as noted for the Governor team.

Participation in club fund raising activities is an individual choice and is not reimbursable.

Routine attendance at events of the District or individual Clubs is not normally reimbursed. When District Officers and/or Committee Chairs are official participants at a District event instead of the Governor, the expense may be reimbursed.

The District Governor in consultation with the District Governor-Elect must approve attendance of Committee Chairs to attend Zone meetings.

All expenses claimed should be within the Budget submitted and approved by the respective Committee Chair, Governor or Governor-Elect.

Any District Expense claim matters not included in this policy need approval of the District Board on the recommendation of the District Finance Committee.