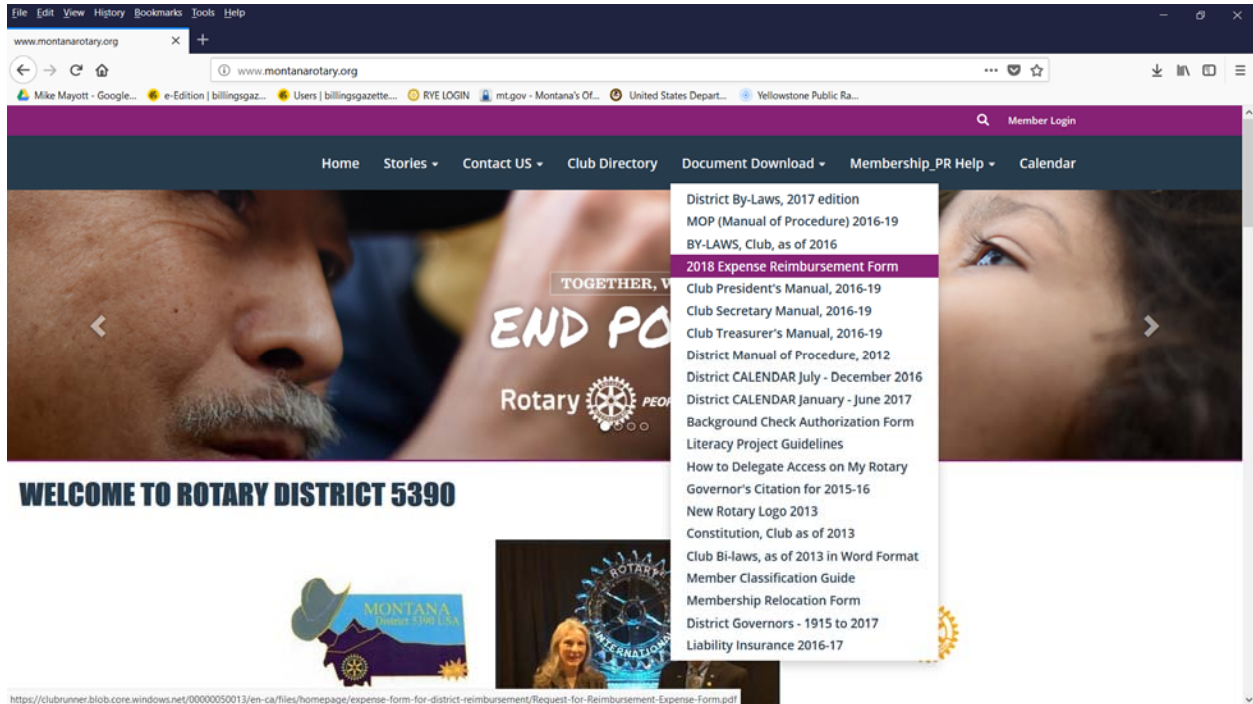


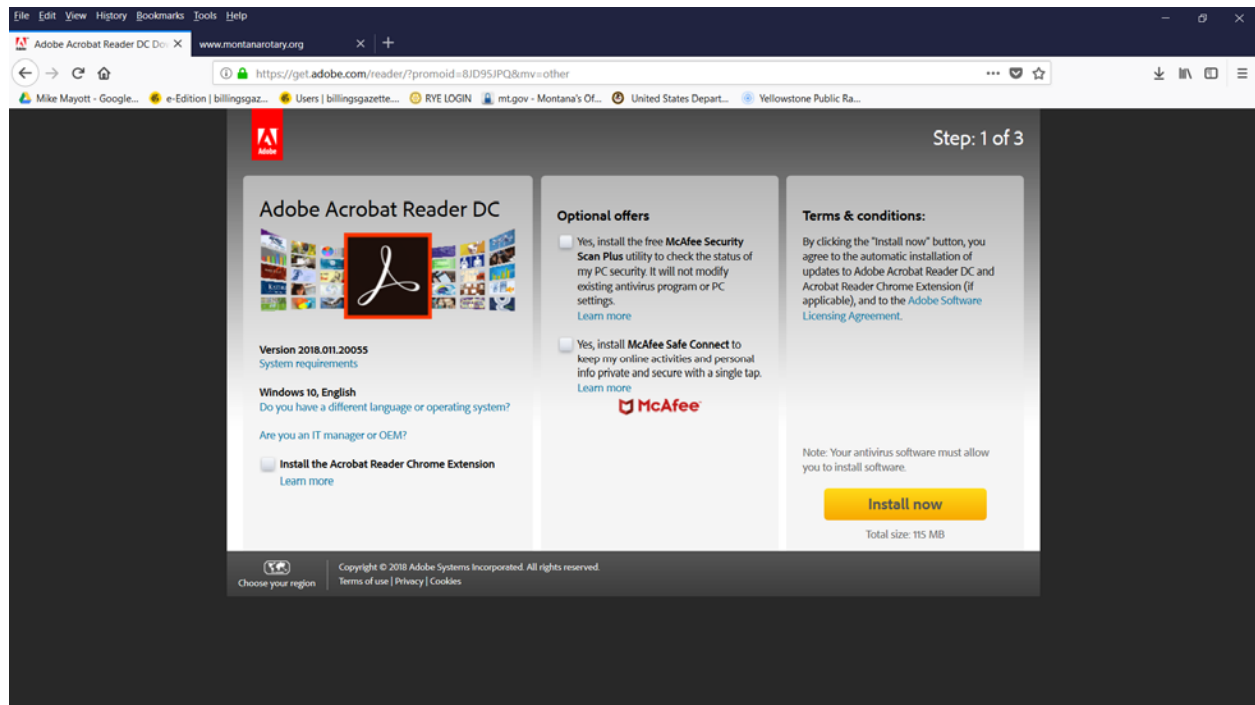
Instructions To Complete and Submit District Reimbursement Form

1. Download the Reimbursement Form from the Documents Section of www.montanarotary.org

O

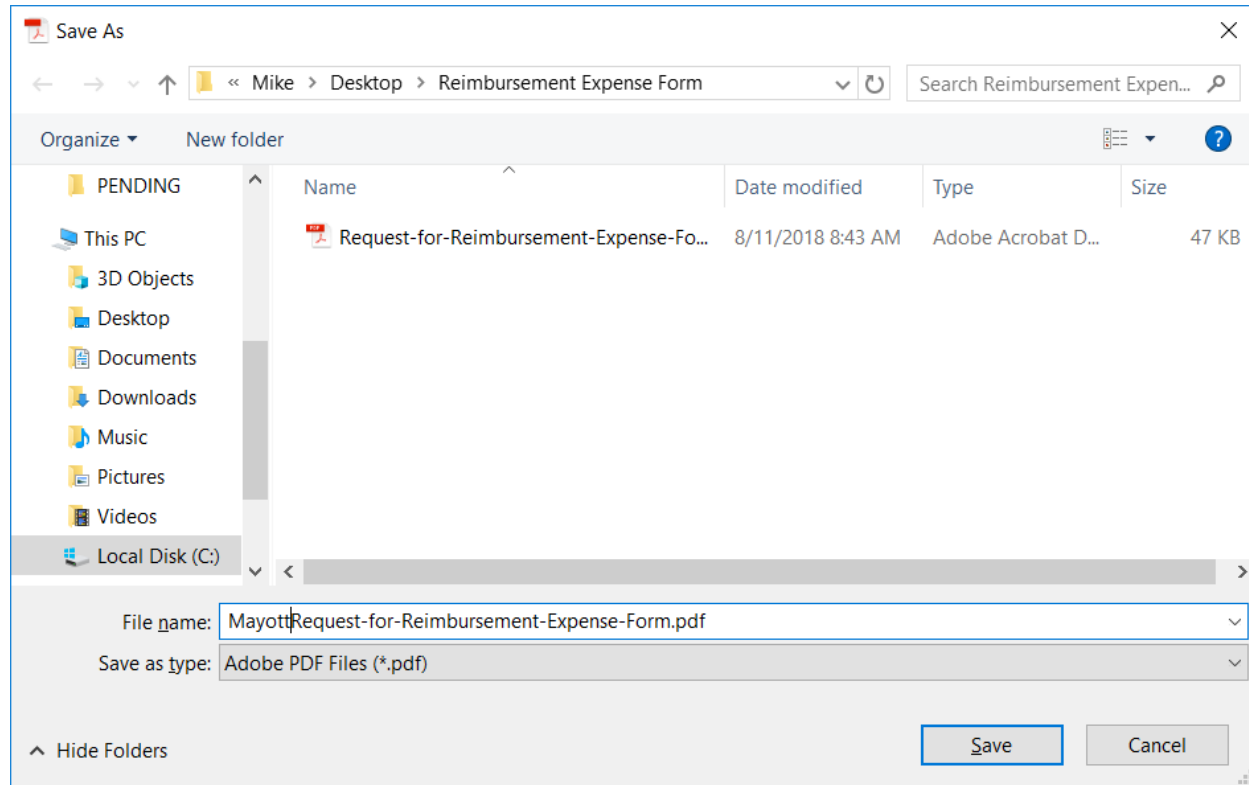


2. Download and save the form to your computer. **DO NOT fill out the form from within your browser**
3. Open the Request for Reimbursement Expense Form with Adobe Acrobat Reader or Acrobat only. Adobe Acrobat Reader is a free download from Adobe
 - a. <https://get.adobe.com/reader/?promoid=8JD95JPQ&mv=other>



Note: before installing Adobe Reader uncheck the Install The Acrobat Reader Chrome Extension, and Optional Offers.

4. Fill in the personal information in the first part of the form and save the form as a template. Move between the fields using the tab or mouse click



a.

5. Complete the lower section of the form listing the date, description of the expense, the accounting class (if you know it) and the amount. The form will automatically total.
 - a. If you need more lines use a second form.

Send Email

Send Using

☒ Default email application (Microsoft Outlook)

☐ Use Webmail

Select

☐ Remember my choice

Continue

Cancel

→...

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Request-for-Reimbursement-Expense-Form.pdf - Message (HTML)

File

Message

Insert

Options

Format Text

Review

Developer

Help

Tell me what you want to do

Paste

Copy

Format Painter

Clipboard

Calibri (Bc)

11

A

A

B

I

U

Basic Text

Address Book

Check Names

Names

Attach File

Attach Item

Include

Follow Up

High Importance

Low Importance

Tags

Dictate

Voice

From

G Suite

To

DG5390.2018@gmail.com

Cc

district5390treasurer@gmail.com

Subject

Request-for-Reimbursement-Expense-Form.pdf

Attached

Request-for-Reimbursement-Expense-Form.pdf

57 KB

Send

Rick,

Please approve the attached expense reimbursement.

Mike

- Scan or take a photo of your receipts and email them to the DG and Treasurer to support your expenditures.
- The DG will review and electronically sign upon approval and forward to the treasurer for payment.

- a. Sending a cc to the treasurer is a backup to ensure a request does not fall through the cracks.
- 11. The Treasurer will process the request typically the third week of the month.
- 12. The District Secretary is the second signor for the disbursement
- 13. The reimbursement check is mailed to your address on the form.

NOTE: The essential part to ensure the electronic signature works is using Adobe Reader or Acrobat.

Forward questions to District Treasurer Mike Mayott at district5390treasurer@gmail.com

Mike Mayott

690-7012