

District 5580 Expense Reimbursement Policies

Guidelines - Reasonable and necessary expenses incurred in providing volunteer services in support of District 5580, its sponsored programs, and activities can be reimbursed, subject to the limitations of available District budget and other resources.

Reimbursement for expenses will only be provided for the individual Rotarian providing the service, and Rotarians are expected to seek ways to minimize expenses.

Reimbursement Form – The District expense reimbursement form is found on the District website. Expense receipts must be attached to the submitted reimbursement form and should be submitted within 60 days of the expenditure.

Such expenses may include -

- Mileage at the current IRS mileage rate
- Ticket costs for air, rail or bus travel
- Meals including tips, excluding **alcoholic beverages** – meal receipts should show an itemized list of food and beverages, as well as the number of people served. Credit card slips without the needed details are not accepted.
- Lodging
- Conference or event registration fees
- Necessary business expenses such as communication services, duplicating, ink toner, paper, postage, pens, etc.
- Other approved expenses

Approval - The responsible Committee Chair/Program Officer shall approve the expense reimbursement considering the approved District Annual Budget.

Payment - All expenses should be sent to the District Administrator for reimbursement and any needed approvals.

District Conference - Rotarians will be personally responsible for registration, travel, meals and lodging expenses associated with attendance at the District Conference.

- **Adjacent meetings** - If a District meeting is scheduled at a time adjacent to conference activities and requires an additional night's lodging, those Rotarians attending the meeting shall receive \$100 to offset extra expenses.
- **Required Conference Activity** - When a person is required to attend the District Conference, and their responsibilities preclude them from fully participating in 50% of the Conference activities, that person can be reimbursed for their mileage expense, registration fee, and lodging.

- District Administrator - All expenses associated with performance of the duties of the contract District Administrator shall be reimbursed regardless of the Rotary membership status of the individual(s) providing such service.
- District Treasurer - All expenses associated with attendance at the District Conference, including round-trip mileage, registration and meals for both the Treasurer and his/her partner, and lodging. Such reimbursement shall be made regardless of the Rotary membership status of the individual.
- Committee meetings held adjacent to the District Conference may reimburse expenses for that meeting from the Committee Budget.