

## **DISTRICT 5580**

### **RI Funding for District Governor (DG) Expenses**

**Rotary International (RI) requires the District Finance Committee** to set expense guidelines and review reimbursements for eligibility. RI annually provides the District with funding to help offset the expenses incurred in carrying out the District and DG responsibilities including the DGN and DGE years. RI requires review, approval, and a report to be filed by July 31 each year. Unspent RI funds are required to be returned at that time.

The annual RI report covers District expenses paid over a three-year period while a person is DGN, DGE, and DG. District 5580 will reimburse the person during the year the expenses are incurred, and report all payments as required to RI as required.

***The District expense policies apply to the DG, DGE and DGN.***

**Additional** specific expenses that can be eligible reimbursement are as follows:

- Training and Institutes (Zone) attended as DGN, DGE, and DG and their spouse/partner
- International Assembly for the DG and partner
- PETS training seminars
- Assistant governor (AG) training during the DGE year (including expenses of AGs)
- District conference attended as DGN, DGE and DG
- District or multi-district meetings attended as DGN, DGE and DG
- Digital Equipment allowance of \$500 in the DG year
  - During the Covid years, RI allowed for equipment to be purchased to help manage the demands of the virtual world for the District. That equipment would be used to carry out the duties of the DG and to continue to benefit the District, not retained as personal equipment.
- Virtual meeting tools and services used for District meetings and to be retained by the District
- Governor jacket and tailoring
- Estimated percent of monthly bills for internet and voice communication that are related to District needs during the three years as DGN, DGE and DG
- Small gifts to clubs and Rotarians including District pins, banners, etc.
- Translation and interpretation services for the District

**Ineligible expenses** from RI funds are as follows; however, payment may be made, with prior approval of the District Finance Committee or the Executive/Finance Committee from District funds for the following:

- Vehicle maintenance or repairs

- Donation of any unused funds to The Rotary Foundation or to reduce or pay for Club invoices
- Monetary, gift or in-kind donations
- Expenses incurred or requested after June 30 of the DG year
- Expenses for anyone other than the DGN, DGE or DG unless required for Rotary responsibilities
- Rotary International Convention registration or other expenses during the DGE year will be paid by District funds, partner expenses are not reimbursed as their attendance is not required
- Staff salaries

For items not covered or that need clarification, ***The Rotary International Code of Policies, Article 69*** shall be used as the defining source document.