

Rotary District 5810  
**REIMBURSEMENT REQUEST PROCEDURE**

To ensure that you receive a timely reimbursement, please follow this process to help the District properly document its payments. Checks are prepared 1-2 times each month (hopefully the 1<sup>st</sup> and 15<sup>th</sup>). **All district expenses require the approval of the current District Governor (no exceptions).**

1. Complete the district reimbursement form available on the district website.
2. Provide all information necessary to prepare a check—who is being reimbursed, address and contact information should there be any questions. Include your phone number if there should be any questions.
3. Provide the original or scanned images of all receipts to be reimbursed.  
**Scanned images must be in PDF format. DO NOT** send any JPEG, Google or any other pictures from a phone or other device. If you cannot send a **PDF** image, mail your request and receipts to the District Treasurer. Any request for reimbursement without receipts will be ignored.
4. Email the request form and **PDF** receipts to treasurer@rotary5810.org.
5. You may send an Excel worksheet listing your expenses to be reimbursed, but it needs to include the same information listed on the reimbursement form so that you receive your check.

The district treasurer will forward your request to the DG and he/she will sign off and return it to DT for processing a payment.

**Please do not send your request directly to the DG or any other district officer as this will unnecessarily slow down the process and delay your reimbursement. The DT will get the necessary approvals and issue your check.**

Please remember that we are all volunteers and many of us work full-time in our respective professions.