

## DISTRICT 7010 EXPENSE CLAIM PROCEDURE

The District Claim Form is available on the District website – [www.rotary7010.org](http://www.rotary7010.org), under Resources/Tools > *District Resources* OR *Assistant Governor's Briefcase*. It is also filed on the District ClubRunner – <https://portal.clubrunner.ca/50040/User/Login> (Member Area), under Documents Download - Private Documents.

- District Governor (DG) and the DG String, Executive, Directors, Assistant Governors (AG).

Please complete the Claim Form and submit it, along with a scanned copy of any receipts, by email to Scott Brumwell, District Treasurer - [sbrumwellrotary@gmail.com](mailto:sbrumwellrotary@gmail.com). Your submission serves as your e-signature. The District Treasurer will review and approve the claim and forward it via email to the District Bookkeeper for payment processing. Please retain your original receipts for audit purposes.

- All other District Advisory Committee (DAC) members.

Please complete the Claim Form and submit it, along with a scanned copy of any receipts, by email to the appropriate Director for review and email submission to the District Treasurer authorizing their approval. The submission serves as the Director's e-signature. The District Treasurer will review and approve the claim and forward it via email to the District Bookkeeper for payment processing. Please retain your original receipts.

### ***First time submitting a claim to the District?***

When you receive your first cheque in the mail you will also receive a *Telpay Direct Deposit Payment Form*. Once you submit this form to Telpay future payments will be deposited directly into your bank account.

You also have the option of submitting the Telpay Direct Deposit Payment Form now to expedite the process. Form link - <https://clubrunner.blob.core.windows.net/00000050040/en-ca/files/homepage/telpay-direct-deposit-payment-form/Tel-Pay-Direct-Deposit-Form.pdf>

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