

D7090 Foundation Committee **Draft** Travel Expense Policy

This is a DRAFT for discussion and then will be shared to add to it. It will be edited for any duplication and clarity.

1. Only DRFC members can apply for these expenses. The DRFC Chair maintains this list. The Finance Committee provides oversight, and in conjunction with the DG chain, can adjust this policy from time to time.
 - a. This policy covers presentations and workshops in the performance of committee duties. Eligible costs include presentations to clubs and at related community meetings, or presentations to stakeholders and community partners or funders.
 - b. Anyone attending a club meeting is the guest of the club and is not expected to pay a meeting cost.
 - c. Attending District meetings like District Council, Foundation Celebration, a conference, or non-Foundation function is not eligible.
2. Travel:
 - a. Your border toll will be covered with a receipt. While it is not necessary, it is encouraged that you get a transponder.
 - b. Carpooling is encouraged. Two or more people from one region going to the same meeting in separate vehicles at the same time is poor form.
3. While mileage/distance and the purpose of the trip must be noted, what is paid is a flat amount for travel between regions within District 7090. For 2025/26 the regional amount is \$10. Members are not eligible for reimbursement within their home/club district. These districts are:
 - a. West region - Brantford/Norfolk/Simcoe; Dundas/Flamborough/Waterdown; Ancaster/Hamilton
 - b. Niagara region - Grimsby/Lincoln/St. Catharines/NOTL; Fonthill/Dunnville/NFCA/Welland; Fort Erie/Lewiston-NOTL
 - c. Greater Buffalo-Niagara Falls - NFUS, Buffalo/Kenmore; Amherst/Lancaster/Williamsville; East Aurora/OP/Hamburg/WS
 - d. East region - Akron/Clarence/Lockport; Albion/Medina/ LeRoy/Holley/Batavia
 - e. South region - Ellicottville/Olean; Dunkirk/Westfield/Falconer/Jamestown
4. For example, a Rotarian travelling from the South region to the Niagara region is eligible for \$20 plus the toll cost.
5. In general, members should discuss possible expenses before a meeting takes place and use their best judgement to keep the DRFC Chair apprised of any anticipated expense. This can be done at committee meetings on Zoom, or simply by phone or by text.
6. Receipts for materials are required. Subcommittee Chairs can spend their allocation on materials as part of admin and education.
7. Reimbursement. A check/cheque request must be filled out within (a, quarterly, or b. 30 days/following month) of the expense, with appropriate receipts and statements, unless another timeline is approved by the DRFC Chair.

These presenters are identified and trained and this qualifies them to get a share of this amount. Coverage is not provided for trips within that person's own region This helps get younger members involved, some who may work full time or don't have access to resources. The finance committee has allowed other committees to develop what is fair - it must be equitable (4WT). These presenters are identified and trained and this qualifies them to get a share of this amount. Coverage is not provided for trips within that person's own region This helps get younger members involved, some who may work full time or don't have access to resources. The finance committee has allowed other committees to develop what is fair - it must be equitable (4WT).

Questions

What does the form look like?

How do we make this simple and easy to use/apply and not overly admin heavy.