

# **District 7210 Expense Policy**

The purpose of this policy is to provide a consistent framework for District Leadership and the District Treasurer. The policy is segmented by the primary parties that submit expenses for reimbursement or submit invoices for direct payment to vendors. The following steps should be followed:

- Expense reports must be submitted within (60) days of the expenditure during the Rotary fiscal year and within (30) days at the end of the Rotary fiscal year to be eligible for reimbursement.
- Rotarians should use the District Expense Voucher form on the District 7210 website to itemize their expenses.
- Completed Voucher forms should be emailed along with referenced receipts or invoices showing payment has been made to the District Treasurer and District Finance Committee Chair for approval.

## **District Governor Expenses**

Rotary provides District Governors (DGs) with funding to offset the cost of expenses incurred while performing their governor duties as listed in the RI Bylaws and Rotary Code of Policies. A list of eligible expenses is provided to each governor before the start of their year. The DG shall make every effort to expense Rotary funding before requesting reimbursement from the district for the eligible expenses listed. After Rotary funding has been exhausted, the DG may submit for reimbursement for items on the Rotary's list of eligible expenses. Those reimbursements will be made from the DG expenses line. The DG should become familiar with the available budget lines before the start of their year. Prior approval of expenses by the Finance Chair is not required. Expenses may not exceed the budget of each line without the prior approval of the finance committee.

In addition, the DG may also submit for reimbursement for:

- Rotary International Convention as outlined below (Convention Line)
- Zone Institute including registration fees, hotel & transportation (Zone Institute Line)
- President-Elect Learning Seminar (PELS Line)
- Other items/events that are not specifically listed as eligible expenses so long as the expense fits within Rotary's values.

## **Rotary International Convention**

The DG and DGE are eligible for reimbursement to attend the Rotary International Convention during their governor/governor-elect year including:

- Airfare – Roundtrip main economy airfare for two people (DG/DGE and companion).
- Hotel stay for (5) nights – reasonably priced hotel accommodations from the list of Rotary's approved convention hotels **OR** an Airbnb with costs similar to a hotel
- Food for (5) days – up to \$100 per person, per day. Not to exceed a total of \$1,000

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## **District Governor Elect Expenses**

The District Governor Elect (DGE) may submit for reimbursement expenses related to their responsibilities as DGE using the same criteria from Rotary's list of eligible expenses. Those expenses may not exceed the current year's budget amount. Expenses that are eligible for reimbursement during the DG year shall not be submitted during the DGE year. Those expenses include: Assistant governor training, Misc. International Assembly expenses, other district training/meetings, and office expenses as DGE.

In addition, the DGE may also submit for reimbursement for:

- Rotary International Convention as outlined above (Convention Line)
- Zone Institute including registration fees, hotel & transportation (Zone Institute Line)
- President-Elect Learning Seminar (PELS Line)

## **District Governor Nominee**

The District Governor Nominee (DGN) may submit for reimbursement expenses related to their responsibilities as DGN using the same criteria from Rotary's list of eligible expenses. Those expenses may not exceed the current year's budget amount. Expenses that are eligible for reimbursement during the DG year shall not be submitted during the DGN year. Those expenses include: Assistant governor training, Misc. International Assembly expenses, other district training/meetings, and office expenses as DGN.

In addition, the DGE may also submit for reimbursement for:

- Zone Institute including registration fees, hotel & transportation (Zone Institute Line)
- President-Elect Learning Seminar (PELS Line)

## **Assistant Governors**

Assistant Governors may submit for reimbursement of expenses related to their responsibilities including:

- Mileage to attend club meetings, or regional meetings
- Materials needed to train and guide clubs in their region.
- Food when hosting a regional meeting of clubs.
- Expenses related to attending the district conference
- Registration fees for the district assembly

In addition to the AG budget line, the Assistant Governors may also submit for reimbursement for:

- President-Elect Learning Seminar (PELS Line)

Each region will receive a budget of \$50 per club. If there are two Assistant Governors, they may split the budget as they see fit.

# **District 7210 Expense Policy**

## **Program/Committee Chairs (Finance, Foundation, Learning & Leadership Development, Interact, Membership, Nominating, Public Image, Service, Youth, and DEI)**

All program/committee chairs may submit for reimbursement of expenses related to their responsibilities including:

- Mileage to attend district meetings/events and club/regional meetings
- Monthly internet, mobile phone, home phone
- Virtual meetings (Zoom or similar, equipment and services, light rings, green screens, software, cloud storage, increased bandwidth, etc.)
- Postage, printing, copying, supplies (toner, paper, pens, etc.)
- Expenses related to attending the district conference
- Registration fees for the district assembly

In addition, the membership Chair, Foundation Chair, and the Public Image Chair may also submit for reimbursement for:

- Zone Institute including registration fees, hotel & transportation (Zone Institute Line)

## **Council on Legislation Training - Delegate and Alternate**

Council on Legislation (COL) delegates and alternates may submit for reimbursement of expenses related to their responsibilities including:

- Airfare – Roundtrip main economy airfare for two people (DG/DGE and companion) or milage to the site of COL
- Hotel stay for (1) night<sup>1</sup> – reasonably priced hotel accommodation **OR** an Airbnb with costs similar to a hotel
- Food for (2) day – for meals that are not provided by Rotary during the event (i.e lunch at the airport)

## **Learning Center Live Leadership Training**

Currently, there is no charge for attendance at Learning Center Live events and that will continue as long as the Finance Committee and District Executive Board authorize the use of accumulated reserves in the District accounts for this purpose. If training no longer can be offered at no cost, any leadership position addressed in this policy may utilize budget funds for their position or committee to attend this training.