

# Expense Reimbursement Guidelines

Rotary District 5730

July 1, 2020



Rotary



## Article VII. Section 19. *District Expense Reimbursement Guidelines*

As used throughout this document, these terms have the following meaning:

"Budget"	.....	The Approved Annual District Budget
"District"	.....	Rotary International District 5730
"Finance Committee"	.....	Rotary District 5730 Finance Committee Duly Serving
"Governor"	.....	The Duly Elected and Serving District Governor of Rotary International District 5730
"Guidelines"	.....	Rotary District 5730 Expense Reimbursement Guidelines
"Mileage Rate"	.....	District Volunteer Mileage Rate as per IRS Volunteer Mileage Rate at \$.14/mile
"PETS"	.....	Presidents Elect Training Seminar
"RI"	.....	Rotary International
"Treasurer"	.....	The Duly Selected District Treasurer of Rotary International District 5730

*The policy of Rotary District 5730 is to provide funding for reasonable and necessary expenses incurred while providing volunteer services in support of District sponsored programs and activities, subject to limitations in available resources as reflected in the approved Annual District Budget.*

### **Reimbursement Policies**

- Expenditures must directly serve the District's needs and be incurred in an official capacity of the District and within the approved Budget.
- The District will provide reimbursements to Rotarians for expenses incurred, volunteer hours excluded, so that the burden of District service will not preclude the participation of any Rotarian in good standing.
- Authorized travel expenses are subject to these *Guidelines* and will be reimbursed by the District including registrations, travel, accommodations, meal expenses and other expenses incurred by Rotarians, including officers, committee chairs and members, and those in other District positions appointed by the Governor.
- Rotarians should use their best judgment when incurring any expense to ensure that all reimbursable expenses are as economical as possible.
- Travel, lodging and registration expenses for "guests of the district" such as Group Study Exchange (GSE) and Rotary Friendship Exchange (RFE) teams, RI President's Representatives and spouse/partner, presenters at training events, District Assembly and District Conference, may be covered by the Budget or with the approval of the Governor.
- All Rotarians must pay for individual travel, lodging or registration expenses and present receipts for reimbursement. The District will not allow direct or group billing for such expenses.
- Expenses cannot be reimbursed until after the completion of the assignment for which they are incurred.

- In order to be reimbursed, an expense report must be filled out on the *Expense Reimbursement Form*, included herein, describing the business purpose of each entry, including all required documentation, bills/receipts and signature of Rotarian. All *Expense Reimbursement Forms* must also be signed by the Treasurer. When needed the Governor and Finance Committee Chair may also sign.
- Rotarians who fail to fulfill their duties and responsibilities at the official meeting, event, or activity will not be reimbursed.
- Questions which arise about expense reimbursements, including expenses exceeding budgeted amounts, will be resolved at the discretion of the Governor with advice from the Finance Committee and the Treasurer.
- All *Expense Reimbursement Forms* must be sent to the Treasurer within 60 days of the creation of the expense.
- All *Expense Reimbursement Forms* must be in the hands of the Treasurer by June 30 for each Rotary year or they will not be reimbursed.
- Rotarians will assume full responsibility for all expenses incurred at non-funded events or for unauthorized expenditures.

### **Eligible Expenditures for Reimbursement**

- All registrations, travel by car (any air travel must be approved prior to the event by the Governor), accommodations, and meal expenditures if no meals are provided at the event attended, will be reimbursed as outlined in the Budget or approved by the Governor only if those who are requesting reimbursement are directly involved in the District related training or programming, to include:
  - a. **PETS** – Reimbursements available for Assistant Governors (AG), District Membership/Foundation/Public Image Chairs, District Trainer, PETS Facilitators, PETS Executive Committee members
  - b. **PETS Facilitator Training** – Reimbursements available for PETS Facilitators
  - c. **Multi-District Training Institute (MDTI)** – Reimbursements available for District Membership/Foundation/Public Image Chairs, District Trainer, District Emerging Leaders (if invited by the Governor) and District Facilitators (if approved by the Governor)
  - d. **Zone Institute** – Reimbursements available for District Membership/Foundation/Public Image Chairs, District Trainer, District Emerging Leaders (if invited by the Governor), Zone Facilitators and Institute Executive Committee members
  - e. **Rotary Leadership Institute (RLI)** – Reimbursements available for District RLI Trainers
  - f. **Other training events and programs** – Reimbursements available for District leaders that are pre-approved by the Governor to provide additional training to other District leaders and Rotarians
  - g. The Governor, District Governor Elect (DGE), and District Governor Nominee (DGN) will be reimbursed for the above events as indicated in the Budget; All additional expenses may be reimbursed by the Governor's RI Allocation, if approved, for each Governor during the year they serve as Governor.
  - h. Each AG will be provided a mileage stipend, as per the "District Volunteer Mileage Rate", up to \$250 for required Rotary club visits in his/her Area, to be reported by the AG on the District *Expense Reimbursement Form*, mailed to the Treasurer, and approved by the Governor based on AG club visit reports in Rotary Club Central, [www.rotary.org](http://www.rotary.org) ([my.rotary.org](http://my.rotary.org)).
- Authorized Travel:
  - a. Air travel reimbursement will be based on the best airfare, to include baggage fee for one checked bag, and other ground transportation costs and must be pre-approved by the Governor.

- b. Personal automobile travel will be based on the most direct route and distance driven on a per mile/kilometer rate as set by the "District Volunteer Mileage Rate" in these Guidelines. Rate is set at \$.14/mile.
- All committee expenses must fall within the Budget, including in-District travel expenses for the purpose of training or furthering the education of Rotary.
  - Costs of the PETS hospitality suite, food and beverage may be reimbursed as included in the Budget.
  - Actual cost of printing and photocopying of materials, postage, office supplies, telephone for District training or events must fall with the Budget.
  - Expenses unforeseen must be pre-approved by the Governor.
  - Expenses incurred by Rotarians involved with youth programming will be reimbursed by the individual program included in the Budget, such as RYE and RYLA.
  - Other expenses incurred by the DG, DGE, DGN, or DGND will be reimbursed as indicated in the Budget. All additional expenses may be reimbursed by the RI Allocation, if approved, for each Governor during the year they serve as Governor.

#### **Expenditures which will not be Reimbursed**

- Expenses that are reimbursed directly by RI
- Expenses of a spouse/partner when participating in all Rotary events
- Registration fees, travel, and hotel for District Seminars, District Assemblies or District Conference
- Purchases of office equipment, telephones, computers or the repair of such items
- Digital cameras, scanners, software or help desk support costs or repair of such items unless approved by the Governor
- High speed internet lines/cable, additional phone lines or repair of such items
- Travel expenses outside the District and related hotel and meal costs, except those recognized by RI or approved by the Governor
- Overweight and excess baggage fees for more than one checked bag
- Medical & Accident Insurance for travel
- Travel expenses to RI Convention and related costs (except for Governor and Governor Elect as provided in the Budget)
- Automobile repair costs
- Dry cleaning or personal grooming costs
- Rental of office space or equipment
- Bar bills or entertainment expenses with the exception of the hospitality suite costs during PETS
- Non-Rotarian volunteers unless unusual circumstance is pre-approved by the Governor
- Any other item not included in the budget

A copy of the *District 5730 Expense Reimbursement Guidelines* and an *Expense Reimbursement Form* shall be posted on the District Website [www.rotary5730.org](http://www.rotary5730.org) and may also be obtained at any time from the Treasurer or Finance Committee Chair.