

Rotary South Pacific Regional Council – Financial Policy

To: Rotary Community Leaders (“RCLs”)
Copy to: District Governors
Effective: From July 2025
Version: 1.1

Dear Rotary Community Leaders,

We appreciate your cooperation and understanding as we work to manage our resources responsibly. Please be advised of the following financial policy updates for the current financial year (FY26):

Approved Expenses

The Regional Council will reimburse only pre-approved expenses related to RCL activities. All expenses must be submitted with documentation and prior authorisation from the Council.

- Examples include travel to hold RCG meetings specifically in relation to Growth Plan workshops where an in-person meeting is absolutely necessary
- Venue hire and catering will only be approved where the RCL is new/replacement and a growth plan workshop has not occurred
- Expense Approvals will be in alignment with the global [Rotary Travel and Expense Policy](#)

Upfront Allowances

Please note that no upfront allowances or advance payments will be issued as of 1 July 2025. All funding will be provided on a reimbursement basis after expenses have been incurred and approved.

While we would expect smaller expenditure to be reimbursed, for commitments greater than \$500 the Council can forward approved funds prior to expenditure to limit upfront out-of-pocket expenses for RCL’s.

We encourage RCL’s to use digital means of communicating and for meetings as a priority and existing in-person meeting arrangements (such as District presidents’ meetings or events) to interact with their RCG.

We appreciate that some expenses for large or remote RCG’s are unavoidable, and that there will be cases of necessary expenditure by a RCL in carrying out their role – please contact me in the first instance to discuss and seek approval before committing to any expenditure.

If you have questions or need guidance on submitting expenses for approval and/or acquittal then, please contact me or Regional Council Treasurer David Carruthers.

Stephen: community@rotarysouthpacific.org

David: treasurer@rotarysouthpacific.org

Sincerely,

Stephen Lovison
Rotary Community Nominee
Rotary South Pacific Regional Council

Rotary Regional Council – Financial Policy Update

FAQ

Reimbursement turn-around times are typically 3-5 business days.

Can I claim the ticket cost to attend an event or function if I am asked to attend by the DG or club president in my capacity as RCL?

No – your cost to attend should be covered by the organiser

I have already incurred costs on the proviso we were getting an allowance again this year, what can I do?

We advise not to spend any money upfront from now and to contact us asap.

I am a new or replacement RCL and have not had a Growth Plan workshop, can I still run one?

Yes, absolutely. Contact us with budget and arrangements for approval first before you book anything.

Can I claim the travel cost to attend club meetings, or to meet with presidents or district leaders?

Yes, only in certain circumstances where distance is an issue and the reason for travel is strictly in relation to Growth Plans. Please attempt an online forum as a preference to travel.

Can I use my unspent allowance or claim for travel relating to training (Learning and Development)?

No. Any costs incurred must be in relation to Growth Plan workshops, with prior approval.

For everything, else please contact us in the first instance.