

## Approved Expense Reimbursement For Rotary Year 2013-2014

Updated annually by District Budget and Finance Committee and approved by District Governor

### **MILEAGE**

Reimbursable Amount      **\$0.14** per mile (minimum charitable IRS rate)

- Applies to:
- District Officers
  - District Administrator
  - Assistant Governors
  - Those approved by the District Governor
- Covers:
- District meetings\*
  - Quarterly club visit by Assistant Governor
  - District Council meetings
  - Those events approved by District Governor
- Other:
- Travel distance is calculated from member's domicile to location of meeting/event and back.

### **LODGING**

Reimbursable Amount      **Best appropriate economical rate available**

- Applies to:
- District Officers
  - District Administrator
  - Assistant Governors
  - Those approved by the District Governor
- Covers:
- District meetings\* that exceed 2 hours travel time (120 miles one way) and start prior to 9am and/or end later than 5pm.
  - Those events approved by District Governor
- Other:
- Requires pre-approval by district governor.

### **REGISTRATION FEES**

Reimbursable Amount      **Actual**

- Applies to:
- District Officers
  - District Administrator
  - Assistant Governors
  - Those approved by the District Governor
- Covers:
- District meetings\*
  - Those events and fees approved by District Governor
- Other:
- Member should individually register for all official duty events and prepay all the registration fees in accordance with event rules and deadlines.
  - For district events that will handle their registrations under the district database registration feature will not prepay for the event at time of registration.
  - Any late registration fees are the responsibility of the registrant.

## **MEALS**

Reimbursable Amount      Not to exceed \$30.00 per day

Applies to:      

- District Officers
- Those approved by the District Governor

Covers:      

- Only for out of District meeting meals that are not reimbursed by Rotary International or covered by meeting registration/sponsor.
- Those events approved by District Governor

Other:      

- Does not cover AG meals at club visits.

## **Miscellaneous**

Reimbursable Amount      **Varies**

Applies to:      

- Those approved by the District Governor

Covers:      

- No miscellaneous expenses will be reimbursed by the District, unless it is for a project and/or item requested and approved by the District Governor, prior to any such expense being incurred.

Other:      

- Requires pre-approval by district governor.

## **\* DISTRICT MEETINGS/EVENTS**

- Assistant Governor Training
- Pre-PETS
- All Ohio P.E.T.S.
- District Assembly
- Foundation/Membership/Public Image Seminar(s)
- TRF Grant Committee
- PDG Council Meeting(s)

## **GENERAL NOTES**

- Appropriate documentation (completed district voucher and receipts) is mandatory in order to receive reimbursement.
- Reimbursement to be requested within 60 days of occurrence and no later than 30 days after close of Rotary year.
- Reimbursement requests must be made to the District Treasurer using the authorized District expense voucher.
- Any non-reimbursed costs are the responsibility of the submitter.
- If Rotary International or event sponsor is reimbursing individual, then said individual can not claim same reimbursements from district.
- District Governor is reimbursed in accordance with Rotary International guidelines and RI approved mileage rate.
- District Governor and committee chair will determine budget amount for committee and who can claim reimbursement from that committee's budget code. Final approved budget amounts and polices will be posted on the district website.