

## Rotary International District 5550

Rotary International District 5550 Expense Reimbursement Form	
Name:	Committee:
Address:	Reason for claim:
Telephone - Bus:	
- Res:                      Fax:	
e-mail:	
Departed ..... Date .....	
Returned ..... Date .....	
<i>(Use reverse if more space is needed)</i>	
Method of Travel (Check one)    Air <input type="checkbox"/> Personal Auto <input type="checkbox"/> Bus <input type="checkbox"/> Other <input type="checkbox"/>	
Travel ( Actual cost of fuel or      Km @      € per Km)	
Lodging ( Actual cost, attach receipt)	
Meals ( Actual cost, attach receipt)	
Travel Incidentals ( Actual cost, attach receipt)	
Telephone/Fax/E-mail ( Actual cost, attach receipt)	
Postage ( Actual cost, attach receipt)	
Printing/Photography ( Actual cost, attach receipt)	
Photocopy ( Actual cost, attach receipt)	
Miscellaneous – Provide details:	
<b>Total</b>	
Signature of claimant: _____ Date _____	
<b>Approved for payment:</b>	
Committee Chair _____	Date _____
District Treasurer _____	Date _____
Cheque # _____	Date _____

**Policy:**

1. Many Rotarians donate normal or local expenses as part of their contribution to the activities of Rotary.
2. Committee members shall send their requests for reimbursement to the Committee Chair for information and approval.
3. It is the responsibility of each Committee Chair to keep expenses within the allocated budget.

**Reimbursement approval process:**

The treasurer shall not release funds unless the following steps are followed:

- The Committee Chair pre-approves the expenditure.
- The Committee Chair approves the bills for payment by signing the reimbursement form.
- The treasurer has access to an up-to-date statement showing total budget, expenditures and balance to date.

**Payments:**

- The District treasurer shall make payment on pre-approved statements as they are received.
- End of Rotary year procedures: