

## **District 5580 Expense Reimbursement Policies**

It is the policy of District 5580 to reimburse Rotarians for reasonable and necessary expenses incurred in providing volunteer services in support of District sponsored programs and activities, subject to limitations in available resources as reflected in the approved District Annual Budget. Such expenses may include out-of town travel expenses such as mileage or ticket costs for air, rail or bus travel, and meals and lodging including tips but may not include alcoholic beverages and tips for such items. Expenses may also include conference or event registration fees and other necessary business expenses such as a long distance telephone or other communication services, duplicating and mailing.

The responsible Committee Chair/Program Officer shall exercise budget controls and total reimbursements in a Committee/Program area shall be limited to the total amounts allocated for such expenses as reflected in the approved District Annual Budget. Therefore individuals expecting expense reimbursement must provide the responsible Committee Chair/Program Officer with a reasonable estimate of the expenses for which reimbursement shall be requested and receive approval from the Chair/Officer before incurring the expense for which reimbursement will be requested.

Reimbursement for expenses will be provided only for those expenses related to the individual Rotarian providing the service with the sole exception of those official duties and activities such as training programs in which the Spouse or Rotary Partner of the District Governor or District Governor Elect is expected to participate such as Governors Elect Training, the International Assembly or the Governor's Official Club Visits. *A further exception is that all expenses associated with performance of the duties of the contract Administrative Secretary shall be reimbursed regardless of the Rotary membership status of the individual(s) providing such service.*

Another limitation on reimbursement is for expenses associated with committee or other necessary meetings held in conjunction with the District Conference. It is assumed that all Rotarians will be personally responsible for registration, travel, meals and lodging expenses associated with attendance at the District Conference. *However, if a meeting scheduled at the conference site at a time adjacent to scheduled conference activities that require an additional night's lodging and associated meals, Rotarians so affected shall receive a lump sum reimbursement of \$100 to offset extra meal and lodging expenses.*

Rotarians seeking reimbursement for reasonable and necessary expenses incurred in providing volunteer service are expected to seek ways to minimize expenses given the opportunity such as electing the lower cost of auto travel or airline travel to attend a meeting at an out of area site. Also when such choices are affected by such things as whether a family member accompanies the Rotarian reimbursement should be limited to the lowest cost alternative. For example, for a trip for which auto travel is selected for which a single airline ticket is less than the mileage reimbursement for auto travel which, in turn, is less than two airline tickets and the Rotarian's Partner is accompanying the

Rotarian, reimbursement should be limited to the price of one airline ticket including all taxes rather than the full mileage reimbursement amount.

### **Submission of Budget by Committee and Sub-Committee Chairs:**

It is expected that ALL Committee and Sub-Committee Chairs will have submitted a budget to the District Governor-Elect by December 1 of the year prior to his/her assuming office as District Governor, using the previous year's budget and year-end Financial Reports as a guideline. Proposed Budgets are prepared and submitted for review by the Executive and Finance Committee in January. It is also expected that Committee Chairs, Sub-Committee Chairs and Committee Members will stay within the amount budgeted for that Committee/Sub-Committee. The Executive and Finance Committee must approve any expenses in excess of budgeted amounts prior to the incurrance of the expense, and if such excess amounts relate to Foundation Sub-Committees, the District Foundation Chair shall also review and approve them prior to review and action by the Executive and Finance Committee.

### **Request and Approval by Responsible Committee Chair/Program Officer**

Before incurring any expense for which reimbursement is expected the Rotarian who will incur the expense should contact the responsible Chair/Officer and provide an explanation of the nature of and justification for the expense and provide a reasonable estimate (within 10% of final cost) of the expense to be incurred. If the Chair/Officer concurs that the expenditure is necessary and that the budget line under his/her supervision contains sufficient funds ~~the~~ she/he may approve the request and authorize the expenditure. The Chair/Officer should record the amount approved to maintain a current approximate balance of fund available for future allocation in the account line.

### **General Committee Chair/Committee Member Reimbursement Guidelines:**

The following procedure is to be used when submitting expenses on behalf of a General Committee Chair or Committee Member:

1. Committee Members must have the approval of the Committee Chair before incurring an expense for which reimbursement is expected.
2. Committee Chairs must sign the authorization section of the District Expense Reimbursement Form before submitting to the Assistant Treasurer.

**Foundation Committee Chair/Sub-Committee Chairs/Sub-Committee Member Reimbursement Guidelines:**

1. Sub-Committee Members must have the approval of the Sub-Committee Chair before incurring an expense for which reimbursement is expected.
2. Sub-Committee Chairs must sign the authorization section of the District Expense Reimbursement Form before approving the Committee Member's expenses before submitting it to the Assistant Treasurer.
3. Sub-Committee Chairs must submit their requests for personal expenses to the Committee Chair for review and approval prior to submitting them to the Assistant Treasurer.

**Other Rotarians:**

Other Rotarians, including District Leaders, Assistant District Governors, and Past District Governors, should submit Expense Reimbursement Forms using the guidelines set forth herein, including attachment of all receipts.

**Attendance at District Conference:**

It is expected that all Assistant Governors, Past District Governors, Committee Chairs and Committee Members would make every effort to attend the District Conference. As such, they will not be reimbursed for mileage, meals or lodging. The exception is the lump sum payment of \$100 for early attendance as set forth on Page 1 of this policy. When a person is required to be present at the District Assembly and Conference, but their responsibilities preclude them from fully participating in more than 50% of the District Assembly and Conference, such person shall be reimbursed for his/her mileage expense, registration fee, lodging and meals.

**Receipt Required**

A receipt for the object of expenditure by a Rotarian must be attached to the District Expense Reimbursement Form before reimbursement can be made. Receipts for mileage are not required.

**Submit Request for Reimbursement within 60 Days**

Within 60 days of the creation of the expense the Rotarian must prepare and submit a request for reimbursement for the expense, attaching the receipt to document the expenditure for which reimbursement is sought. The request must be sent to the Responsible Chair/Officer for review and approval.

**Submit to Administrative Secretary/Assistant Treasurer**

Upon approval of the request for reimbursement by the Responsible Chair/Officer he/she shall submit the request for reimbursement to the District Administrative Secretary/Assistant Treasurer, who will review the request to insure that it is proper and complete. A payment voucher will then be completed and transmitted, to the District Treasurer to prepare and mail a reimbursement check to the Rotarian.

**Automobile Reimbursement Rate**

Mileage reimbursement shall be at the current IRS approved business travel rate.

A copy of this District 5580 Reimbursement Policy and an Expense Reimbursement form shall be posted on the District Website, and may also be obtained at any time from the District Administrative Secretary/Assistant Treasurer or District Treasurer.

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Approved by District 5580 Executive and Finance Committee

Date: 05/29/08