

## **ROTARY DISTRICT 6250 EXPENSE REIMBURSEMENT Guidelines**

It is the policy of District 6250 to provide funding for Rotary expenses in line with Rotary International policies and the District budget, which is approved annually by the Presidents-Elect of the District. Expenses will be budgeted to allow for reasonable operations of District activities. Generally, the District will provide expense reimbursement to Rotary volunteers so that the financial burden of District service will not preclude the participation of any Rotarian in good standing.

The District is grateful to the many Rotarians who continue to volunteer their time and expenses to the service of Rotary at the District level. Should issues arise concerning expenditures, including expenses exceeding budgeted levels, they will be resolved by the District Governor with advice from the District Treasurer or District Finance Committee.

**Eligible** expenses are those incurred in the **official** capacity of Rotary District 6250 and within the approved budget. They include:

- a. Travel expenses to District seminars, Foundation meetings, Central States Youth Exchange meetings, committee meetings, and zone meetings. **Officials are expected to use telephone conferencing and email to alleviate the expenses of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel. The District Expense Reimbursement form is updated periodically to reflect changes in the rate.
- b. Hotel and meal expenses
- c. Printing and photocopying of materials
- d. Postage
- e. Office supplies
- f. Telephone and fax usage expenses
- g. The reimbursement policy for the District Governor (DG), District Governor-Elect (DGE), and District Governor-Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention is as follows:
  - It is the policy that spouses/partners of the DG, DGE, and DGN are to be encouraged to attend and participate at Zone meetings. Expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events up to the amount specified in the district budget.
  - The DGE shall be reimbursed for the cost of attendance at the Rotary International Convention that is held in the Rotary year before the DGE becomes the DG. Reimbursement will be capped at the amount specified in the budget. Spouse/partner attendance is not required and will not be reimbursed by the district.
  - Full reimbursement is for travel, lodging, meals and meeting registration and is based on the best air fare and direct mileage.
- h. Attendance at the Zone Institute and training sessions is also recommended for the District Trainer and District Foundation Chair if training is provided for these positions. The travel, lodging, meals, and meeting registration will be reimbursed, **excluding** spouses/partners, with full participation in the training events and Zone Institute.

**Ineligible** expenses include the following:

- a. Those expenses that are reimbursed directly by RI
- b. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events
- c. Registration fees for district seminars, assemblies, or conference
- d. Purchases of office equipment, telephones, computers or the repair of such items
- e. Digital cameras, scanners, etc., or the repair of such items
- f. Software or help desk support costs of such items
- g. High speed internet lines/cable, additional phone lines or repair of such items
- h. Travel expenses outside the District and related hotel and meal costs, except those recognize by RI or approved by the District Governor
- i. Travel expenses to the RI Convention and related costs (except for DGE)
- j. Automobile repair costs
- k. Dry cleaning costs
- l. Personal grooming or medical expenses
- m. Rental of office space or equipment
- n. Bar bills or entertainment expenses
- o. Expenses of non-Rotarian volunteers unless approved in advance by the District Governor
- p. Any other item not included in the District budget

**Reimbursement Guidelines:**

- a. Should questions arise about expense reimbursement, they will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee.
- b. All Rotarians must pay for individual travel, lodging or registration expenses. The District will not allow direct or group billing of such expenses.
- c. In order to obtain reimbursement, the individual must complete the District Expense Report and attach all applicable copies of bills and receipts. All Expense Reports must be signed by the committee chairperson or District Governor before submission to the District Treasurer. The Expense Report form is available on the District website.
- d. Travel, lodging and registration expenses for “guests of the District” such as GSE teams, RI President’s Representatives and partner, or presenters at training events may be waived with advance approval of the District Governor.
- e. All requests for reimbursement must be in the hands of the District Treasurer by **June 30** for each Rotary year or they **will not be reimbursed**.

**District 6250 Refund Policy:**

Refunds of registration and meal costs will be made up to five days before the start of the event. No refunds will occur if requested after five days before an event.