

Rotary District 7505 **Expense Policy**

The purpose of this policy is to provide a consistent framework for budget stakeholders, Finance Committee and the District Treasurer. The policy is segmented by the primary parties that submit expenses for reimbursement.

General Statements:

- The expenses for District Conference should not exceed District Conference revenue.
- The District does not reimburse the cost of alcohol. The cost of alcohol served at District events shall be the personal responsibility of the DG and/or a sponsoring party or club.
- The District Leadership shall be conscious to sign up timely to take advantage of all special rates.
- The District Leadership is to be responsible for their own accounting. Know your budget.
- In formulating the annual District Budget all allocations shall be at the prevailing and reasonable rates for meals, hotels and transportation, where applicable.
- Where attendance requires travel, the District will pay no more than the lodging and food one day before and one day after any such meeting

District Governor Expenses

District Governor (DG) expenses are categorized in the budget in the General Operating Budget and include the following line items: District Governance allocation, Zone Conference, International Convention, District Conference and **District Sponsored** Special Events. The DG should seek approval from the Finance Committee prior to incurring DG expenses and College of Governors dinners in excess of the budgeted amounts.

Expenses for Zone Conference and International Convention shall include reasonable expenses for travel, lodging and a **maximum per diem meal allowance of \$100.00** for the DG and DG partner. **Reasonable expense is further defined to be the cost of registration at “early bird” rates and any discounted reserved coach airfare or room rates when possible. Any upgrades on transportation are the responsibility of the DG. Reimbursement will cover the day before and the day after the event for all travel in excess of 250 miles. If the event is within 250 miles, any extra days will not be covered without extenuating circumstances. Extenuating circumstances may be considered on a case by case basis.**

The reimbursement requests shall be submitted with a request form and itemized receipts from the providers showing the breakdown of all charges.

The current DG shall reimburse the District for any funds received in their allocation provided by Rotary International for the prior year’s GETS training at Zone. This document understands that this amount will be less than the total **advanced by the District** as RI will not reimburse for partner attendance at this Zone Conference.

In the discretion of the DG, reimbursement can be requested for attending special club events or celebrations and include the expense for the DG and partner out of the discretionary fund line item where a club has not offered to absorb such expense. However, those sums shall not be reimbursed for more than the amount budgeted for such discretionary items.

District Governor Elect Expenses

District Governor Elect (DGE) expenses are categorized in the budget in the General Operating Budget and include the following line items: District Governance allocation, Zone Conference, International Convention, District Conference and **District Sponsored** Special Events.

Expenses for Zone Conference shall include reasonable expenses for travel, lodging and a **maximum per diem meal allowance of \$100.00** for the DGE and DGE partner. **Reasonable expense is further defined to be the cost of registration at “early bird” rates and any discounted reserved coach airfare or room rates when possible. Any upgrades on transportation are the responsibility of the DGE. Reimbursement will cover the day before and the day after the event for all travel in excess of 250 miles. If the event is within 250 miles, any extra days will not be covered without extenuating circumstances. Extenuating circumstances may be considered on a case by case basis.**

The reimbursement requests shall be submitted with a request form and itemized receipts from the providers showing the breakdown of all charges.

The current DGE shall reimburse the District out of any Rotary International allotment they may receive when they become DG for funds received for their GETS training at Zone. This document understands that this amount will be less than the total **advanced by the District** as RI will not reimburse for partner attendance at this Zone Conference.

In the discretion of the DGE, reimbursement can be requested for attending special club events or celebrations and include the expense for the DG and partner out of the discretionary fund line item only where a club has not offered to absorb such expense. However, those sums shall not be reimbursed for more than the amount budgeted for such discretionary items.

District Governor Nominee

District Governor Nominee (DGN) expenses are categorized in the budget in the General Operating Budget and include the following line items: District Governance allocation, Zone Conference, International Convention, District Conference and **District Sponsored** Special Events.

Expenses for Zone Conference shall include reasonable expenses for travel, lodging and a **maximum per diem meal allowance of \$100.00** for the DGN and DGN partner. **Reasonable expense is further defined to be the cost of registration at “early bird” rates and any discounted reserved coach airfare or room rates when possible. Any upgrades on transportation are the responsibility of the DGN. Reimbursement will cover the day before and the day after the event for all travel in excess of 250 miles. If the event is within 250 miles, any extra days will not be covered without extenuating circumstances. Extenuating circumstances may be considered on a case by case basis.**

The reimbursement requests shall be submitted with a request form and itemized receipts from the providers showing the breakdown of all charges.

The current DGN shall reimburse the District out of any Rotary International DG allotment they may receive when they become DG for funds received for their GETS training at Zone. This document understands that this amount will be less than the total **advanced by the District** as RI will not reimburse for partner attendance at this Zone Conference.

In the discretion of the DGN, reimbursement can be requested for attending special club

events or celebrations and include the expense for the DGN and partner out of the discretionary fund line item only where a club has not offered to absorb such expense. However, those sums shall not be reimbursed for more than the amount budgeted for such discretionary items.

MA PETS

Consistent with the mileage and meals policy for other reimbursed items above, the DGN may be reimbursed for any out of pocket MA PETS registration fees, hotel room fees and the reasonable cost of unprovided meals, where the same have not been provided for under another budget category.

Assistant Governors

Assistant Governor (AG) expenses include a flat stipend to assist them with their mileage to Area club meetings as well as miscellaneous costs in their discretion. The AG can spend stipend in their discretion. **Itemized Receipts or mileage records** must be furnished to the District Office in at least the amount of the stipend to comply with tax requirements.

Council of Legislation Training - Delegate

The District should fund the lower of airfare or mileage to the site of the Zone training and lodging in conformity with the general statement above. **Only the expenses of the member will be covered.** The travel expenses should be reimbursed for the delegate only.

Timely Submission of Expenses

Expense reports must be submitted within 60 days of the event for which the expenditure is incurred during the fiscal year and within 30 days at the end of the fiscal year to be eligible for reimbursement.