

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 will be approved 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. We are grateful to the many Rotarians will 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 amounts, they will be resolved by the District Governor, with advice from the District Treasurer or Finance Committee.

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

1. Travel expenses to district seminars, foundation meetings, Central States Youth Exchange, committee meetings and zone meetings. **Officials are expected to use telephone conferencing and email to alleviate the expense of mileage when appropriate.** Mileage is reimbursed at the prevailing rate established by the Federal government for business travel.
2. Hotel and meal expenses
3. Printing and photocopying of materials
4. Postage
5. Office supplies
6. Telephone and fax usage expenses
7. The reimbursement policy for District Governor (DG), District Governor Elect (DGE) and District Governor Nominee (DGN) for attendance at Zone meetings and the DGE's International Convention shall be as follows:
 - It is the policy that spouses/partners of the following positions of DG, DGE and DGN are to be in attendance and participate at Zone meetings. Therefore, the expenses incurred by the aforementioned positions and their respective spouses/partners shall be reimbursed with full participation in Zone events.
 - The DGE and his/her spouse/partner shall be reimbursed for the cost of attendance at Rotary International Conference that is held the Rotary year before the DGE becomes the DG. It is expected that spouses/partners will be attending all required and customary meetings.
 - Full reimbursement is for travel, lodging, meals and meeting registration, and is based on the best air fare and direct mileage.
8. 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

in a similar manner with full participation in the training events and Zone Institute.

Ineligible expenses include the following:

1. Those expenses that are reimbursed directly by RI
2. Expenses of a spouse/partner when attendance is not expected or when not participating in all Rotary events.
3. Registration fees for district seminars, assemblies or conference
4. Purchases of office equipment, telephones, computers or the repair of such items
5. Digital cameras, scanners, etc or the repair of such items
6. Software or help desk support costs of such items
7. High speed internet lines/cable, additional phone lines or repair of such items
8. Travel expenses outside the district and related hotel and meal costs, except those recognized by RI or approved by the District Governor
9. Travel expenses to RI Convention and related costs (except for DGE)
10. Automobile repair costs
11. Dry cleaning costs
12. Personal grooming or medical expenses
13. Rental of office space or equipment
14. Bar bills or entertainment expenses
15. Non-Rotarian volunteers will not be reimbursed for any expenses unless approved in advance by the District Governor.
16. Any other item not included in the budget

Reimbursement Guidelines:

1. Should questions arise about expense reimbursement, these will be resolved at the discretion of the District Governor after consulting with the Treasurer and Finance Committee
2. All Rotarians must pay for individual travel, lodging or registration expenses. The District will not allow direct or group billing for such expenses.
3. In order to obtain reimbursement, the individual must complete the District 6250 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.
4. 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.
5. 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.