



Rotary International District 5830 Rules and Guidelines Reimbursable Travel Costs

Article III, Section 1, Subsection (14) Reimbursable expenses of District Officers, Committee Chairs and Members, and Other District Positions Appointed by the District Governor is hereby added as follows:

The reimbursement by Rotary International District 5830 of registrations, travel, accommodations, meal expenses and other expenses incurred by district officers, committee chairs and members, those in other district positions appointed by the District Governor and other Rotarians are subject to the following requirements.

For brevity the term “Expenditures” will be used to refer to items described in the previous paragraph throughout the remainder of this Subsection.

Persons incurring unauthorized Expenditures will assume full responsibility for all such debts.

EXPENDITURES MUST SERVE THE DISTRICT’S NEEDS DIRECTLY

Expenditures must serve the Governor’s and District’s needs directly to be considered for reimbursement. They may arise from an emergency situation but must still meet the direct needs of the Governor’s and District’s needs.

PRE-APPROVAL OF EXPENDITURES REQUIRED

Expenditures Foreseen During the Budget Process - An Expenditures request (use Appendix A for travel requests) with all necessary information must be completed and submitted to the Finance Committee Chair before the preparation of the budget for the Rotary year in which the Expenditures will be incurred is completed. If the request is approved and included in the budget it will be returned to the requester with the signature of the Finance Committee Chair and District Governor Elect.

Expenditures Unforeseen During the Budget Process - A small contingency account will be built into each year’s budget for unforeseen Expenditures. Reimbursements of Expenditures from this account must be pre-approved prior to incurrence and will be dependent upon availability of funds in this account only.

An Expenditures request form (use Appendix A for travel requests) with all necessary information must be completed and submitted to the Finance Committee Chair and District Governor. If the request is approved it will be returned to the requester with the signature of the Finance Committee Chair and District Governor.

EXPENDITURES WHICH WILL NOT BE REIMBURSED

The district will not pay for the expenses of Rotarians to serve in any capacity in any other Rotary entity. (i.e. PETS, GNTS/GETS, ASETS, Zone Institute, Multi-District Training, etc.) These entities charge a registration fee to cover their costs.

The district will not pay for the expenses of the DG, DGE, DGN, or DGND to attend Multi-District Training. Their training is done at GNTS/GETS and International Assembly.

The district will not pay transportation expenses for any officer, committee chair, committee member, or other Rotarian for in-district travel.

EXPENDITURES WHICH WILL BE REIMBURSED WITHOUT PRIOR APPROVAL

The DG, DGE, DGN, DGND, AGs and SCRYE Representative will be reimbursed for the following expenses without need for prior approval.

Budgeted Expenditures of the DG - The DG will be reimbursed for expenses that are those

- Rotary International allows as Allowable Governor Expenses (club visits, District Conference, communications, supplies, postage, newsletters, etc.),
- incurred to attend PETS,
- incurred to attend the Zone Institute,
- incurred to attend the International Convention,
- incurred to service the clubs of District 5830, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGE - The DGE will be reimbursed for expenses that are those

- Rotary International allows as Allowable Governor Expenses (District Assembly, communications, supplies, postage, etc.),
- incurred to attend PETS,
- incurred to attend the GETS/Zone Institute,
- incurred to attend the International Convention, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGN - The DGN will be reimbursed for expenses that are those

- incurred to attend PETS,
- incurred to attend the GNTS/Zone Institute, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the DGND - The DGND will be reimbursed for expenses that are those

- incurred to attend PETS, and
- other items specifically included in the District's budget.

Budgeted Expenditures of the AGs - The AGs will be reimbursed for their mileage to make the four required visits to each of the clubs in their areas.

Budgeted Expenditures of the District's SCRYE Representative - The District's SCRYE representative will be reimbursed for their expenses to attend two SCRYE meetings per year.

PERSONAL AUTOMOBILE USE REIMBURSED ON MILEAGE BASIS ONLY

Reimbursement Rate - Mileage will be reimbursed at the rate allowed by the Internal Revenue Service for business mileage.