

Rotary District 6460
Assistant Governor Expense Policy
Draft April 16, 2018

An Assistant Governor (AG) is entitled to reimbursement for certain expenses incurred while functioning in the role of AG. An important distinction must be drawn between activities related to the role of AG and those that are in relation to membership in a Rotary Club, a Rotary District or Rotary International. Only those activities related to AG duties can be considered for reimbursement.

All Rotarians use the Four Way Test as they make decisions related to various topics. This should also be the starting point for applying for expense reimbursements. This policy statement is intended to provide more detailed guidance for both the AG in making a request and to the District leaders who are asked to approve such requests.

Expenses that may be considered reimbursable are listed by category:

Travel and Lodging Expenses:

- Travel by personal automobile is reimbursable at the current mileage rate allowed by the Internal Revenue Service regulations. Travel that is valid for reimbursement includes:
 - To and from required training events. This would include PETS, Pre PETS Orientation, District Team Training Seminar and District Assembly.
 - Visits to assigned clubs. These will usually not exceed four visits a year but circumstances could require more frequent visits.
 - Special events are requested by the District Governor.
- Lodging is reimbursable when expenses are incurred in connection with training meetings such as PETS

Registration Fees:

- These expenses are valid for PETS. All other district meetings do not require registration fees.

Rotary Printed Materials

- The cost of collateral obtained from Rotary International for use with presidents or clubs in the area assigned to the AG are reimbursable.

Meals and Entertainment

- Food and beverage are generally not reimbursable.
- No reimbursement for expenses related to food and beverage for others is permitted.