

## **District Expense Policy**

The purpose of this policy is to provide a consistent framework for budget stakeholders 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.

### **District Governor Expenses**

District Governor (DG) expenses are categorized for the budget under District Leadership, Zone Institute and International Conference. The DG should seek approval from the DAFC prior to incurring DG expenses and the Council of Governors dinner in excess of the budgeted amounts. Expenses for Zone Institute and International Conference should cover travel expenses including a reasonable amount for meals for the DG and DG partner. Funds budgeted under District Leadership will principally be used for travel expenses associated with club visits including, but not limited to, mileage, meals and lodging. Other expenses under District Leadership would include DG office supplies and allow the DG to attend District or Zone events. At the discretion of the DG, reimbursement can be requested for attending special club events or celebrations and include the expense for the DG partner.

### **District Governor Elect Expenses**

District Governor Elect (DGE) expenses are categorized for the budget under District Leadership, Zone Institute and International Conference. The DGE should seek approval from the DG prior to incurring DGE expenses in excess of the budgeted amounts. Expenses for Zone Institute and International Conference should cover travel expenses including a reasonable amount for meals for the DGE and DGE partner. Funds budgeted under District Leadership will be used to attend District and Zone events. At the discretion of the DGE, expenditures for the DGE and DGE partner to attend special club events or celebrations would be covered. Expenses for the DGE to attend PETS planning meetings and PETS are covered under the PETS budget category.

### **District Governor Nominee**

District Governor Elect (DGN) expenses are categorized for the budget under District Leadership, Zone Institute and International Conference plus a budget item for attending the Youth Exchange Schaumburg meeting. The DGN should seek approval from the DG prior to incurring DGN expenses in excess of the budgeted amounts. Expenses for Zone Institute and International Conference should cover travel expenses including a reasonable amount for meals for the DGN and DGN partner. Funds budgeted under District Leadership will be used to attend District and Zone events. At the discretion of the DGN, expenditures for the DGN and DGN partner to attend special club events or celebrations would be covered. Expenses for the DGN to attend Midwest PETS planning meetings and PETS are covered under the PETS budget category.

### **Assistant Governors**

Monies budgeted for Assistant Governors falls in two buckets, \$300 in the first and \$400 in the second.

1. Assistant Governor (AG) expenses would include mileage to attend Area club meetings as well as materials needed to train and guide Area clubs. The District will cover the cost of one club visit meal per month provided the AG has paid for one meeting meal at the AG home club or other Area club within the same workweek. AG's can use the allocated funds at the AG's discretion for food when hosting a joint meeting of Area clubs. Each Assistant Governor is allocated \$300 for these expenses.
2. Assistant Governors are encouraged to attend District Conference and District Assembly. The District has allocated \$400 to pay for registration and travel expenses to attend these events.

Registration and travel expenses to attend Midwest PETS are covered under the PETS budget category.

### **Rotary Leadership Institute**

The District will cover the cost of any annual organization fee to Heart of America (HOA) RLI, materials, supplies and equipment not covered by HOA-RLI. Additionally, RLI Coordinators members can seek mileage reimbursement when participating in an RLI Session.

### **Training Team**

Reimbursable expenses for the District Training Team would include materials and equipment. The District Trainer's expenses to attend Midwest PETS planning meetings and PETS are covered under the PETS budget line and to attend Zone training under the Zone Institute budget.

### **Visioning Team**

The District will cover the cost of annual organization fee, materials and equipment. Additionally, Visioning Team members can seek mileage reimbursement when participating in a Visioning.

### **Membership Team**

The District will cover the cost for materials and equipment along with mileage for Membership Team members when participating in a membership training for a club. Costs associated with attendance of training at Zone Institute by the Membership Committee Chair, or designate, is covered under the Zone Institute budget.

### **Public Image**

The Public Image Chair, or designate, is encouraged to attend training at Zone Institute. Registration and travel costs are covered under the associated budget line in the Zone Institute section.

Foundation (The Rotary Foundation)

The Foundation Chair expenses to develop participation by Rotarians is covered in the budget line item Foundation Development and would include mileage for club visits and materials. Attendance at the training provided at Zone Institute is encouraged and associated registration and travel expenses are covered under the Zone Institute budget section.

**Council of Legislation Training - Delegate and Alternate**

The District should fund the lower of airfare or mileage to the site of the training and one night's lodging. COL training is ordinarily held just prior to Zone Institute and is scheduled after noon to allow for travel the day of the meeting. The travel expenses should be reimbursed for both the delegate and the alternate.

**Timely Submission of Expenses**

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