

Rotary District 6460 Expense Report

- District 6460 does not cover the cost of alcohol. If you have a receipt that includes alcohol, please reduce your request for reimbursement by that amount.
- Generally, the District does not cover the cost of meals under the belief that a Rotarian would have been paying for a meal even if not on Rotary business. There are exceptions to that general statement including covering the cost of a meal when the meal is included in the cost of the Rotary event.
- Please attach a copy of all receipts related to the expense.
- Any mileage will be paid at the IRS rate for the year when the mileage was incurred.

Name: _____

Address: _____

City, State and Zip: _____

Phone Number & Email: _____

Date(s) of Expense: _____

Mileage: _____

Lodging: \$ _____

Meal: _\$ _____

Travel – Other: _\$ _____

Other Expense: _\$ _____

Description of expense: _____

