



## ROTARY DISTRICT 7010 EXPENSE POLICY

August 2020

### **General Expenses:**

- Use the expense form available on the District 7010 website.
- Be sure to identify the name of the committee.
- A scanned copy of all receipts must be forwarded with your claim. If you don't have a receipt, provide an explanation. Please retain original receipts in your files.
- For mileage claims, a log showing a minimum of: date, route, and purpose must be provided.
- No expense claims can be made for alcohol.
- Hotel expenses are for a "standard" room only. Upgrades are responsibility of the individual.
- All expenses require receipts for reimbursement including meals.
- Expense forms are required to be submitted monthly.
- All expense claims/receipts must be scanned and forward by email (considered your e-signature) to the appropriate Committee Director, for approval and forwarding (email serves as e-signature approval) to the Treasurer who will then forward on to the Bookkeeper for payment.
- The body of the e-mail **must include** the following sentence to indicate approval:
  - "The attached expense report and receipts in the amount of \$\_\_\_\_\_ have been approved"
- Expense claims/receipts from the AG's, DG, DGE, DGN and Committee Directors can be submitted directly to the Treasurer for signing and forwarding to the Bookkeeper for payment.
- Expense claims should be submitted as soon as possible after expenses have been incurred. Any expense claims received after July 15<sup>th</sup>, for the previous Rotary Year, will not be paid.
- Submit expenses to: Rotary District 7010 Treasurer  
[district7010treasurer@gmail.com](mailto:district7010treasurer@gmail.com)

### **First time submitting a claim to the District:**

When you receive your first cheque in the mail you will also receive a Telpay Direct Deposit Payment Form. Once you submit this form to Telpay future payments will be deposited directly into your bank account.

You also have the option of submitting the Telpay Direct Deposit Payment Form now to expedite the process. Form link –

<https://clubrunner.blob.core.windows.net/00000050040/enca/files/homepage/telpay-direct-deposit-payment-form/Tel-Pay-Direct-Deposit-Form.pdf>



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### **District Sponsored Events: DTTS, Rotary Weekend, District Conference, DAC Meetings:**

- Except as noted below members attending Rotary Weekend or District Conference are not able to claim mileage or accommodation expenses.
- Eligible accommodation expense at District Sponsored Events is reimbursed on a shared basis. Therefore, 50% of the standard room cost will be reimbursed. If members wish to have a single room, they will only be reimbursed for 50% of the cost.

### **DAC Meetings:**

- Accommodation at DAC Meetings, if held in conjunction with other District events such as DTTS, Rotary Weekend or District Conference, is reimbursed if the DAC Meeting is scheduled the day before the District event.
- If the DAC Meeting is scheduled the day of and prior to the start of the District event:
  - Accommodation for the night prior to the DAC Meeting will be reimbursed if the member is required to travel more than 100 kms.
- If the DAC Meeting is held in conjunction with other District events such as DTTS, Rotary Weekend or District Conference and the member attends only at the DAC Meeting and not the District event:
  - Mileage will be reimbursed.
  - Accommodation will be reimbursed if the member is required to travel more than 100 kms.

### **Reimbursement of a Rotary Weekend Presenter or Supporting Roles**

RI mandates that a District must offer training to its members. In that light, a District should offer some incentive to District leaders and trainers to encourage them to engage in that training.

A **Presenter** is one who would participate in sessions during the RW training at the request of the District Trainer/DG/DGE. Full participation in the RW training session would include two or more sessions over the training period. Full participation would mean full reimbursement from the District which would include mileage, hotel accommodation (shared rate) and registration fees.

A Presenter excludes the DG and the DGE as the Honorariums that these members get pay for their time at RW.

A Presenter who has been asked to present only one session is a partial Presenter. A partial Presenter will be reimbursed mileage, hotel accommodation (shared rate) and one half of the registration fee for the day they are presenting. If they choose to attend the rest of the training schedule, they will be charged \$ 55.00 to cover the expense of the extra meals.



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### **Roles**

There are other members of the District who may be asked to participate in the RW training. These members are Assistant Governors, District Secretary, District Treasurer, District Directors, AV Coordinator and the Conference Registrar.

Some of these members who are not necessarily presenting sessions, do jobs that are a necessary and integral part of the training success.

These members will also be reimbursed fully which would include, mileage, hotel accommodation, (shared rate), and registration fees.

The District Trainer will provide a list of full and partial Presenters to the Treasurer and Bookkeeper prior to the start of RW.

### **DG/DGE/DGN Funding**

The purpose of this section is to outline how District 7010 will provide reimbursement for the expenses of the District Governor (DG), District Governor Elect (DGE) and District Governor Nominee (DGN) including procedures for receiving the funds from Rotary International (RI), payment of RI funds to the DG, verifying proper usage of the funds, and reporting to RI.

The District annually, in July, receives funds from RI for specific types of DG expenses. RI requires that these funds and expenses be accounted for and an annual report of those expenses be submitted to RI.

It is the responsibility of the District Finance Committee to manage and oversee the DG expense process.

RI requires that expenses be reported by the following categories:

- Club Visits
- District Training Meetings
- District Conference
- Office

In addition, annually the District must report to RI, expenses of the DG in total in their role as DG, DGE and DGN

RI has very specific expenses that the DG is eligible to be reimbursed for from RI funding. These expenses are outlined below.

In addition, the District will reimburse the DG, DGE and DGN for certain expenses that are incurred in their respective roles that are not covered by RI funding. Prior to July 1, 2020, these expenses were covered by an annual Honorarium provided to the DG, DGE and DGN by the District. However as of July 1, 2020 the Honorarium was discontinued and replaced by this policy which now tracks and reimburses the DG, DGE and DGN for eligible expenses.



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### Expense Approval and Reimbursement

- The DG, DGN, and DGE will submit expenses monthly to the Treasurer and Finance Chair for approval.
- On club visits where the cost of a rental vehicle and gas are less expensive, it is recommended that whenever possible a rental vehicle as opposed to a personal vehicle be used.
- Accommodation will only be reimbursed if required to travel more than 100 kms.
- Approved expenses will be forwarded to the District Bookkeeper for payment through the Telpay system.

### RI Eligible Expenses

- Hotel, meals and transportation for official club visits are paid out of RI Eligible Expenses (**DG**)
- Hotel, meals and transportation to **plan** district training meetings; DTTS, RW and the District Conference (**DGN, DGE, DG**)
- Hotel, meals, registration fees and transportation to **attend** district training meetings; DTTS, RW (**DGE, DG**) and the District Conference (**DG**)
- Hotel, meals, registration and transportation to attend Zone Summit Training meetings (**DGN, DGE, DG**)
- Hotel, meals and transportation for Assistant Governors (AG) attending AG training (**DG**)
- Cost of Rotary training materials, District and theme pins, changeover pins/plaques, etc. (**DGE, DG**)
- Supplies, printing, copying, phone, internet, publications, mailings, etc. (**DG**)

### RI Ineligible Expenses

- Expenses for anyone besides the DG (and AGs as indicated above), including spouses/partners and senior leaders
- Automobile maintenance or repairs
- Donations
- Computer hardware and other electronics (phone, TV, monitor, computer, tablet, projector, etc.)
- Any RI Convention, International Assembly and Rotary Institute expenses

### District Eligible Expenses

- Registration fee, accommodation, meals and transportation at District Conference, DTTS, Rotary Weekend and DAC meetings. (**DGN and (DG, DGE, DGN partners)**)
- Registration fee, accommodation, meals and transportation, for Zone Summit Training (**DG, DGE and DGN partners**)
- Registration fee, accommodation, meals and transportation at RI Convention. Maximum claim is \$4,000 if the convention is held in continental North America; or \$6,000 maximum if the convention is held outside of continental North America. (**Maximum claim covers both DGE and partner**)
- Expenses to host District hospitality at District events such as District Conference, DTTS, Rotary Weekend and DAC meetings. Maximum claim is \$200 per event and only one hospitality room per event. Rotary does not reimburse for alcohol. (**DG, DGE**)



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### Club Visits

- District eligible expenses include the costs (accommodation, meals and transportation) for **DG** attendance at club events such as Foundation Dinner, Change of Officer, Club Anniversaries.
- Attendance at club functions – other than Official visits – that are at the invitation of the club, are to be paid for by the Club unless the leadership representative is to be the guest speaker. If attending in a ceremonial role, the expense should be the clubs.
- Visits by the DG to provide assistance due to Club difficulties are also District eligible expense.
- The District will cover up to maximum of three (Official RI and District) DG visits to any one club.
- RI Eligible expenses are subject to a maximum allowable dollar amount. Once the RI limit has been exceeded additional qualified expenses can be claimed as District eligible expenses.

### District Ineligible Expenses

- Registration fee, accommodation, meals and transportation for participation in club fundraisers such as golf tournaments, galas, silent auctions, horse races, fish fry etc.

### Expense Form

An Expense Form has been created consisting of two pages, one for kilometer expenses and one for all other expenses. One form is to be used for all **DG/DGE/DGN** expenses, the form will designate those that are covered by RI and those that are covered by the District.

- All expenses require receipts for reimbursement including meals.
- Expense forms are required to be submitted monthly
- The Treasurer and Finance Committee Chair are to review and approve **DG/DGE/DGN** expense reports.
- In the event of disagreements or disputes regarding expenses, the Finance Committee will be responsible for resolving.

Annually the District Bookkeeper will complete the DG Funding Report for RI by 31 July, subtotaling expenses for club visits, training, and office supplies and submit the Report to the Finance Committee for approval prior to submission to RI. (Accounts will be set up in Quickbooks to track expenses by category)

### Advance

The DG may request an advance of \$2,500 for eligible RI expenses at the start of the Rotary Year (July 1<sup>st</sup>). The Advance will be deducted from the final expense report during the DG year. Any unused funds will be returned to the District.



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### Assistant Governors:

- Follow “General Expense” procedures.
- On the expense form, identify your “Committee” as “AG Area x”.
- In an effort to control expenses, try to group trips if possible, in order to reduce mileage expense. Also, consider renting a car for longer trips.
- Try to minimize hotel expenses. Where possible, try to have a club host you, or at least pay your hotel expense for special occasions, etc.
- Maximum of 4 visits per Rotary year.
- **Additional cost over the cost of a basic room incurred by AG’s if a suite is required to host a District event at the District Conference.**

### New Voices and Aspiring Leaders:

- Zone Summit Program for 1-2 emerging leaders from Rotary and Rotaract clubs as selected by the District Executive Committee.
- Expenses covered:
  - Registration fee.
  - Travel (e.g. hotel, car rental, bus, parking, etc.).
  - Accommodations.
  - Meals not included with registration fee (i.e. en route).

### Council on Legislation:

- The expenses associated with sending an attendee to the Council on Legislation (every three years) are completely covered by Rotary International and are at no cost to the District.
- However, RI requires that the representative attend the Zone Conference District Leaders Training meeting immediately prior to the Council on Legislation, and District covers the usual Zone expenses for this attendee.
  - Travel expenses (e.g. hotel, car rental, bus, parking, etc.) for COL attendee only.
  - Zone Conference District Leaders Training registration fee for COL attendee only.
  - Accommodation expense (one or two nights depending on location) for COL attendee only.
  - Meals are included in the registration fee.

### Youth Exchange Committee:

- A member of the Youth Exchange Committee can attend the “Youth Exchange Officers Preconvention Meeting” at RI Convention every three years. The expense rules are as follows:
  - Cannot attend in your last year on the committee.
  - Preconvention registration fee for Committee Member only.
  - Accommodation expense (1 night) for Committee Member only.
  - Travel costs to RI Convention will not be reimbursed.



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### **Rotary North American Youth Exchange Network Conference (NAYEN)**

- Youth Exchange Chair (current/incoming) only attendance at NAYEN Conference every second year. Cannot attend in last year as Chair.
- Expenses covered:
  - Registration fee.
  - Travel expenses (e.g. airfare, car rental, bus, medical insurance, trip cancellation insurance, meals enroute, etc.). Note: Please see if your credit card will cover any insurance expenses.
  - Accommodations.