



District 7450 Expense Reimbursement Policy

Revision: July 1, 2014

This “**Expense Reimbursement Policy**” describes the process for submitting an expense reimbursement request for reasonable expenses incurred while fulfilling your volunteer “Service Above Self” efforts on behalf of Rotary District 7450.

1. Reimbursements are provided upon submission of an approved District 7450 Expense Reimbursement Form identifying actual expenditures incurred including supporting documentation (receipts, etc.).
2. Reimbursement approvals are required by the appropriate D7450 Committee Chairman or by an Officer of the Board of Directors of District 7450, Inc. (e.g. District Governor). Approvals must be by a different person than the person receiving the reimbursement.
3. Reimbursements are based upon expenditures pre-approved as outlined in the District 7450 annual budget. A reimbursement for expenses not included in the budget requires District Governor and Treasurer approval.
4. Driving mileage reimbursement for trips related to Rotary meetings and events by District 7450 Officers and Committee Chairpersons shall be reimbursed at the applicable corporate IRS rate, provided such amounts are included in the District 7450 budget.
5. Payments may be requested for a 3rd party expense (e.g., hotels, restaurants, etc.) providing the Expense Reimbursement Form is accompanied by an accurate invoice from the 3rd party. The requestor is responsible for the accuracy of the invoice.
6. The Rotary 7450 budget identifies forecasted spending for various District functions (events, committee expenditures, etc.). Each District Officer or Committee Chairman is responsible for staying within their budget allocation. Budget line items are not cash advances.
7. Cash advances are *only* provided in return for an expected future accounting. Advances will only be made on a non-employee independent contractor basis requiring the disclosure of the recipient’s Social Security number for purposes of issuing a possible 1099 report. All advances must be accounted for promptly.
8. Lodging and Meal expenditures incurred in connection with Rotary functions and/or events shall be reimbursed upon submission of an Expense Reimbursement Form with the necessary receipts. *Alcoholic beverages are **NOT** reimbursable. Please exclude such charges from the Expense Reimbursement Form.*

Any questions or clarifications may be directed to:

Rotary International District 7450 Inc, Gary Zebrowski - Treasurer, 1379 Dilworthtown Crossing #213, West Chester, PA 19382, cell: (405) 209-0184, treasurer7450@gmail.com



ROTARY DISTRICT 7450 Expense Reimbursement Form

The Four Way Test:

- 1) Is It The Truth?
- 2) Is It Fair To All Concerned?
- 3) Will It Build Goodwill And Better Friendship?
- 4) Will It Be Beneficial To All Concerned?

Budget Item/Committee _____

Dates covered by this request:

From: (date) ____ / ____ / ____ (date To: (date) ____ / ____ / ____

(double click HERE to activate calculation table)

Item	Description	Amount
1		\$ -
2		
3		
4		
5		
5		
6		
7		
8		
9		
10		
Sub-Total		\$ -

Mileage/ Event:	
Reimbursement @ \$.56/mile	\$ -

TOTAL REIMBURSEMENT	\$ -
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Rotarian Requesting: <i>(Affirming the 4 Way Test)</i>	Name: _____	Date: _____
	Signature: _____	
Approval by Committee Chair or District Officer	Name: _____	Date: _____
	Signature: _____	
Reimbursement Payable to:	Name: _____	Address: _____
	City: _____	State: _____
		Zip: _____
Rotary Accounting Office Use:	Treasurer Approval (Signature): _____	
	Ledger Account #: _____	Amount: _____
	Ledger Account #: _____	Amount: _____
	Ledger Account #: _____	Amount: _____

Please send this Expense Reimbursement Form with supporting documentation (receipts) to:
**Rotary International District 7450 Inc, Gary Zebrowski - Treasurer, 1379 Dilworthtown
 Crossing #213, West Chester, PA 19382, cell: (405) 209-0184, treasurer7450@gmail.com**
 (Form Revised July 1, 2014)