

Rotary District 6920

District Director/Assistant Governor Expense Guidelines

Generally, expenses incurred by the District Director (DD) or Assistant Governor (AG) in the performance of his or her official duties of carrying out the business of Rotary International District 6920 are reimbursable from the district treasury subject to an annual limit of \$750.00. Some examples of reimbursable expenses are:

- Travel (reimbursed at the IRS approved rate per mile)
- Required public transportation fares
- Hotel expenses at "Holiday Inn" level hotel/motel (paid receipt required)
- Meals not provided by the host clubs while traveling (paid receipt required if in excess of \$25)
- Other items specifically budgeted in the District budget
- Postage for correspondence
- Other expenses approved by the District Governor

Items paid for by the District in addition to the \$750.00 annual DD and AG budget

- Annual Leadership Training (February)
 - Basic room cost for Friday night
 - Friday evening meal. Saturday breakfast. (Spouse or invited guest included)
 - Mileage to and from training location
 - Parking and/or access fee
- P.E.T.S., District Assembly, and District Seminar
 - Registrations (paid receipt required)
 - Motel (paid receipt required)
 - Mileage

Personal expenses are NOT reimbursable. Some examples are:

- Personal toiletries
- Medical prescriptions or over the counter medications
- Personal services (beauty salon, haircuts, health clubs, etc)
- Expenses of spouse unless elsewhere allowed
- Expenses of other family members
- Luggage
- Non-Rotary related entertainment or equipment
- Personal telephone, fax, or Internet service
- Laundry