



Form J: District Governor Expense Report for Organizing New Clubs

February 2008

After the club charter presentation, please send this expense report form, along with your receipts, to your Club and District Support representative. **Receipts are required for any expense over US\$75 and all hotel expenses.** You may find it easier to complete this report electronically and then print a copy to sign and submit.

Governors are reimbursed, separate from their allocation, for expenses related to the organization and chartering of a new club. Actual and reasonable expenses will be reimbursed in the amount of one-half of the total charter fee for that club. For example, if you charter a new club with 20 members, you may be reimbursed up to US\$150.

RI does not reimburse the cost of framing the charter or of gifts for the new club (e.g., bell, banners, flag, podium) or its charter members (e.g., lapel pins). You will not be reimbursed for expenses incurred by the sponsor club, the new club's charter members, spouses, the special representative, or other people involved with the organization of a new club and the charter presentation.

Rotary Club of _____

District _____

Amount of charter fee paid _____

Currency used on this form _____

Total number of charter members _____

Club admission date _____

Charter presentation date _____

Expenses

Transportation (for automobile, enter total from worksheet) _____

Hotel and meals _____

Incidentals _____

Total

District Governor's Signature _____ District _____ Date _____

Personal Auto Expense Worksheet

Date	Start Odometer Reading	End Odometer Reading	Total km/mi Traveled	RI Rate*	Subtotal
Total					

*See RI reimbursement rate sheets at www.rotary.org.