



Document of Reimbursable Activities of President Representative and Spouse

Rotary will reimburse Rotary spouse travel **only** if the function of the travel serves a bona fide business purpose for Rotary International and the amounts requested for reimbursement are substantiated by utilizing an RI "Document of Reimbursable Activities of Spouse".
(RI Volunteer Travel & Expense Reporting Policy, March 2005)

Name: _____

Location: _____

Dates: _____

Please check each activity in which you or your spouse were involved

Representative

Spouse

<input type="checkbox"/>	Inspired and motivated district conference participants through formal presentation	<input type="checkbox"/>
<input type="checkbox"/>	Attended all scheduled district conference meetings	<input type="checkbox"/>
<input type="checkbox"/>	Met with media representatives	<input type="checkbox"/>
<input type="checkbox"/>	Visited Rotary clubs and Rotary service projects	<input type="checkbox"/>
<input type="checkbox"/>	Visited government officials	<input type="checkbox"/>
<input type="checkbox"/>	Evaluated the governor, governor-elect, past governors for future assignments	<input type="checkbox"/>
<input type="checkbox"/>	Met personally with Rotarians and their spouses	<input type="checkbox"/>
<input type="checkbox"/>	Provided information on the RI president, theme, and RI programs	<input type="checkbox"/>
<input type="checkbox"/>	Attended spouses' meeting	<input type="checkbox"/>
<input type="checkbox"/>	Attended social gatherings	<input type="checkbox"/>
<input type="checkbox"/>	Attended plenary sessions	<input type="checkbox"/>

From Rotary Code of Policy, section 22.030.4. The Role of President's Representatives' Spouses:The spouses of president's representatives have a responsibility to promote the ideals and programs of Rotary, in addition to supporting the president's representatives in the performance of their duties. Involvement in the activities of the conference is required, including attendance at spouses' meetings, social gatherings, and plenary sessions. *(February 2003 Mtg., Bd. Dec. 275)*

Signature: _____ Date: _____