



ROTARY INTERNATIONAL

Guidelines for Submitting Expense Statements Volunteers and Staff

This document serves as a guideline for submitting a Rotary expense statement. Before traveling on Rotary business, please read and be familiar with all Rotary reimbursement policies, the expense statement and instructions which may be found on the Rotary Portal or www.Rotary.org.

1. **Rotary Travel & Expense Reporting Policies**

- Read the applicable policies before you travel to know what are considered Rotary reimbursable business expenses.
- Locate the official Rotary Expense Statement to become familiar with the form and its instructions. Consider printing one to help you track expenses as they occur.
- Policies and forms may be located on the Rotary Portal or www.rotary.org.

2. **Identifying Information**

- Identifying information should be clearly stated, particularly *name, staff/volunteer, payment option, address/e-mail, dates covered, location, and assignment description*.
- Be sure to identify how and where you would like to receive reimbursement. If you are unsure if Rotary has your payee information, please submit a Payee Form, located at www.rotary.org.
- Sign and date the expense statement.

IMPORTANT: Your signature signifies that these were bona fide business expenses that were incurred while conducting Rotary business.

3. **Description / Business Purpose**

- Make sure each item on your statement is within Rotary policy guidelines, which include an acceptable business purpose. Descriptions such as ‘miscellaneous’ or ‘incidental’ are not acceptable.
- Items requested for reimbursement outside policy guidelines can not be processed and will be returned for corrective action which will result in a delay of payment.

Examples

- Business Purpose for Expense Type “Transportation” should include: Automobile mileage to visit RC of Anchorage 100km x .4062
- Business Purpose for “Meals”: Dinner with 3 club pres.; discussed membership development

4. **Number of Attendees / Business Relation of Others**

- If your request includes reimbursement where other individuals participated, include the **number** of attendees and business relationship of those who are present.

Examples

Ten (10) Rotary Foundation Staff Members
Fifteen (15) Rotaract Committee Members

*IMPORTANT: Documentation for a group business meal should include the restaurant name and location, **number** of people served, and date and amount of the expense. The business relationship of all attendees must be documented. Although helpful, it is not required to list the individual names of the attendees*

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5. Supporting Documentation

- Make sure all required supporting documentation is attached to the expense statement. Non-English documentation should be translated prior to submitting for reimbursement.
- Documentation is required for each reimbursement item as follows:
 - i. US\$ 75.00 and up for Volunteers
 - ii. US\$ 25.00 and up for Staff
 - iii. Your hotel folio is needed regardless of the amount, and must show proof of payment
Why? Hotel expenses are often paid by a local club or district.

***IMPORTANT:** You must include documentary evidence, such as a receipt, canceled check, credit card statement or a bill to support each expense. Canceled checks, together with a bill, ordinarily establish cost; however, a canceled check by itself does not prove a business expense.*

Also, a registration form alone does not provide proof of payment, and should include an on-line receipt, cancelled check or portion of credit card statement showing payment was made.

6. Mileage and Exchange Rates

- **Mileage Rates and Exchange Rates** may be found at www.rotary.org. Use the mileage worksheet on the instruction tab of the expense statement to calculate mileage reimbursement. Forward your final mileage total to the front of the expense statement.
 - i. Mileage - Document the distance traveled and calculate the reimbursement amount utilizing the applicable RI mileage rate.
 - ii. Exchange Rates
 - When converting local currency to US\$, use the applicable RI exchange rate.
 - If a non-RI exchange rate is used, supply supporting documentation substantiating the origin of the exchange rate (e.g. portion of credit card statement, or currency exchange receipt.)
 - If no substantiation is available, the RI rate will be used.

IMPORTANT:** If air service is unavailable, travelers will be reimbursed for the cost of the Rotary-authorized most economical alternate form of transportation (i.e. personal automobile, train, bus, ferry). If anticipated **travel costs exceed US\$250, RITS authorization is required.

7. Routing/Approvals

- Volunteers should send their expense statement to their staff liaison for review and approval. They will forward it to Accounts Payable for processing. Volunteers must submit expenses within 60 days. All expenses submitted after 60 days will not be reimbursed unless authorized by the general secretary.
- Staff should send their expense statement to their manager or the cost center manager who has budgetary responsibility for the cost center(s) for which they traveled. They will sign and date their approval on the expense statement and forward it to Accounts Payable for processing. Staff must submit all expenses within 30 days.

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