



Form I: District Governor Expense Report for Organizing New Clubs

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, and other people involved with the organization of a new club and the charter presentation.

After the charter presentation, please send this expense report form, along with your receipts, to your Club and District Administration representative. **Receipts are required for any expense over \$75 and all hotel expenses.** You may complete this report electronically, but due to the required receipts, it must be submitted in hard-copy format.

Date	Start Odometer Reading	End Odometer Reading	Total Km/Miles Traveled	Mileage/ Km Rate	Subtotal
Total					

District Governor's Signature

District

Date



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Rotary Club of _____
District _____
Amount of charter fee paid _____
Total number of charter members _____
Club admission date _____
Charter presentation date _____

Costs to be Reimbursed

Currency used on this form _____
Cost of transportation (if travel by automobile, please see chart) _____
Cost of hotel and meals _____
Incidentals _____

Total Expenses

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District Governor's Signature

District

Date