ROTARY INTERNATIONAL AND ROTARY FOUNDATION EXPENSE STATEMENT

Today's Date:	
Name:	
Volunteer/Staff:	
Payment Option:	
Address/IOD:	
E-mail:	

Date(s) Covered:	
Title/Office:	
Location(s):	
Assignment:	
Signature:	

Total Expenses (US$)	$ -
Total Advance Amount	
Due to Individual or (Due RI)	$ -

For AP Dept Use Only:
Vendor #-
Pymt Mth-
Location-

Vchr Type- Curr-
Exch Rate-

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Date	Expense Type	Description/ Business Purpose of Expense	Others Present (Business Relationship & Number)	Amount of Expense	Currency	Exchange Rate	US$ Total	Documentation	For RI Staff Use Only Bus Unit/Acct/DeptID/ Prod Code/Proj Num
			Grand TOTAL (Local Curr)	-		**TOTAL US$**	$ -		

Department Manager Approval:		Date:	Division/Staff Contact Approval:		Date:

*Documentation is required for any expense equal to or over US$75 (volunteer)/US$25 (staff) and for **all** lodging expenses.*
Expense reports must be submitted within 60 days (volunteer)/30 days (staff) of when the expenses were incurred to be eligible for reimbursement.
For air travel, the unused portion or receipt portion of the ticket (and copy of authorization if purchased by source other than RITS) must be attached in order to process this request.