



Additional Documentation Requirements by Country

If you are claiming reimbursement for travel, entertainment, gifts, transportation, or other expenses, you must be able to show proof of payment when submitting an expense statement. Rotary International requires Rotarians to submit valid documentation for any expense equal to or over US\$75 (US\$25 for RI staff) and for all hotel expenses, regardless of dollar amount. However, some government agencies have stricter regulations on documenting expense reimbursements. **If documentation regulations in your country are more stringent than the Rotary guidelines, please follow those regulations when submitting receipts with your expense statement.** Countries known to have stricter regulations are listed below.

If you do not provide sufficient documentation, your international office or fiscal agent may ask you to provide it before payment can be released. Please be aware that failure to comply with your local government's regulations may also result in reduction of your reimbursement.

If you have any questions about your country's regulations, please contact your local international office or fiscal agent for additional information.

Argentina

Documentation is required by Argentinean law for all expenses (refer to Resolution 1415/2003 of the AFIP and Law 20628, art. 37).

Brazil

Documentation is required by Brazilian law for all expenses, regardless of dollar amount (refer to Brazilian Laws 8.846/1994 and 9.532/1997).