



Guidelines for Submitting Expense Statements

Volunteers and Staff

1. Familiarize yourself with [Rotary's travel policies](#) and [Rotary Expense Statement](#) form before you travel. (Staff Travel Policy is located on the RITS portal page.)

- Ensure that you have received RITS approval for travel (if required).
- Print a copy of the expense statement form (or, if possible, save the file to your laptop computer), so that you can track your expenses as they occur.

2. Clearly state your identifying information, including how and where you would like to receive reimbursement.

- Identifying information includes your name, whether you are a volunteer or staff, payment option (electronic funds transfer or check/draft, postal address (for check/draft receipt), e-mail address, dates covered, location, and assignment description. For additional information regarding payment options, review the [Payment Guidelines for Rotarians](#) and [Payment Guidelines FAQ](#).
- If you are unsure whether Rotary has your payee information for electronic payment, submit a [Rotarian Payee Form](#).

3. Make sure each item on your statement meets Rotary policies, including an acceptable business purpose.

- **Examples of acceptable business purposes include:**
 - Transportation: Automobile mileage to visit RC of Anchorage (100km x .4062)
 - Meals: Dinner with 3 club pres.; discussed membership development
- Descriptions such as “miscellaneous” or “incidental” are not acceptable.
- Items requested for reimbursement outside policy guidelines cannot be processed and will be returned for corrective action, which will result in a delay of payment.

4. If your request includes reimbursement where other individuals participated, include the number of attendees and their business relationship.

- **Example:** “10 Rotary Foundation staff members, 15 Rotaract Committee members.” Although providing the name of each attendee is helpful, you aren't required to do so.
- Documentation for a group business meal should also include the restaurant name and location, and date and amount of the expense.
- If you are claiming expenses for your spouse, fill out the [Reimbursable Activities for Spouse Form](#). Any spouse expense should have a bona fide business purpose, and spouse involvement should have been requested by Rotary in advance of the expense.

IMPORTANT LINKS

All documents and forms named in this document can be found at: www.rotary.org/en/Members/GeneralInformation/TravelServices/

- [Mileage Reimbursement Rates](#)
- [Payment Guidelines for Rotarians](#)
- [Payment Guidelines FAQ](#)
- [Reimbursable Activities for Spouse Form](#)
- [Rotarian Payee Form](#)
- [Rotary Expense Statement \(Excel\)](#)
- [Rotary Expense Statement \(PDF\)](#)
- [Rotary's travel policies](#)
- [Valid Proof of Payment](#)

5. Attach all supporting documentation (receipts, canceled checks, credit card statement, bill, etc.) to the expense statement.

- **Volunteers:** Document expenses of US\$75 or more.
- **Staff:** Document expenses of US\$25 or more.
- Your hotel folio is needed regardless of the amount, and must show proof of payment.
- All non-English documentation should be translated before submission for reimbursement.
- Review the [Valid Proof of Payment](#) document for more information.

6. Document your mileage.

- Use the mileage worksheet to calculate [Mileage Reimbursement](#). You may either claim a lesser amount using the standard mileage rate or calculate the actual costs of using your vehicle.
- If anticipated round-trip travel costs exceed US\$250, RITS authorization is required.

7. Calculate exchange rates from time expense was incurred.

- Find monthly rates at www.rotary.org (e.g., keyword search, November exchange rates).
- If a non-RI exchange rate (e.g., credit card rate) is used, supply supporting documentation (e.g., portion of credit card statement or currency exchange receipt). Otherwise, the applicable RI rate from the time the expense was incurred will be used.

8. Sign and date your expense statement, and submit it for review and approval.

- Your signature signifies that you have adhered to all applicable travel policies and that the items listed were bona fide expenses incurred while conducting Rotary business.
- **Volunteers:** Submit expense statement to your staff liaison within 60 days. Expenses submitted after 60 days will not be reimbursed unless authorized by the general secretary.
- **Staff:** Submit expense statement to your manager or the applicable cost center manager within 30 days.