



Reimbursable Activities of Spouse Form

Rotary International will fund a spouse’s travel expenses **only** if the travel serves a bona fide business purpose for Rotary International. Travelers may be subject to income taxes on amounts paid by RI for travel that is not for a bona fide business purpose. The requirement for a bona fide business purpose may be met by the spouse’s participation in the official activities of the meeting, including attendance at any and all plenary sessions and spouses’ meetings. Please use this form to document all activities in which your spouse participated at the RI event except at the International Assembly.

This form must accompany an expense statement that contains **any** spouse-related charges. If you are not submitting an Expense Statement for an RI-funded trip where airfare was provided for your spouse, this form must still be completed and submitted to your RI staff liaison within 60 days of travel.

Spouse’s name: _____

Rotarian’s name: _____

Name of meeting/event : _____

Location: _____ Date(s) of official RI event: _____

Document spouse activity by checking the appropriate boxes and providing any additional information requested.

<input type="checkbox"/> Attended plenary sessions Attended _____ of _____ offered _____ Total length of time (in minutes)	If all the plenary sessions offered were not attended, please explain why:
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<input type="checkbox"/> Attended spouses’ meetings Attended _____ of _____ offered _____ Total length of time (in minutes)	If all the spouses’ meetings offered were not attended, please explain why:
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<input type="checkbox"/> Met with Rotarians and their spouses	Please provide any additional information:
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<input type="checkbox"/> Provided information on Rotary programs	Please provide any additional information:
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<input type="checkbox"/> Made formal presentation(s) _____ Total length of time (in minutes)	Please describe the presentation(s):
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Attended other meetings

Please list meetings and indicate total length of time:

Visited Rotary clubs or service projects

Please describe visit(s):

Participated in fundraising activities

Please describe each activity and indicate total length of time:

Met with media representatives

Please describe meeting:

Visited with government officials/other dignitaries

Please list names and offices:

Participated in any other Rotary activities

Please describe activities:

Spouse's signature: _____

Date: _____

Rotarian's signature: _____

Date: _____

Staff review/approval: _____

Date: _____