

**THE ROTARY FOUNDATION
VOLUNTEER TRAVEL AND EXPENSE REPORTING POLICY
JULY 2010**

PURPOSE

The mission of the Rotary International Travel Service (RITS) is to provide safe, cost-effective travel services to Rotary funded travelers.

GENERAL POLICIES

1. Travelers are expected to follow travel policy guidelines which are designed to conserve the funds of the organization while providing reasonable comfort and meeting the travelers' basic needs. Regardless of the class of service entitlement, travel arrangements will be made in the lowest cost option of the entitled class of service. Travel products are selected based on the lowest cost option with a preference toward preferred suppliers.
2. Any person whose attendance at a meeting, event or other activity, is fully or partially funded by Rotary International or its Foundation, including Rotarians, their spouses and others, shall fulfill their duties and obligations for the meeting, event or activity as set forth in the RI constitutional documents, the *Rotary Code of Policies*, the *Rotary Foundation Code of Policies* or official program for the meeting, event or activity. Funded travelers who fail to fulfill their duties and responsibilities shall not be reimbursed by RI for any expenses associated with the travel and shall return to Rotary International or its Foundation all amounts paid to them or on their behalf by Rotary International or its Foundation in connection with the travel. All invitations to participate in travel funded by Rotary International or its Foundation shall include reference to these requirements.
3. Only properly authorized travel expenses in the service of Rotary International or its Foundation will be paid for or reimbursed. Non-funded travel arrangements are the responsibility of the individual traveler.
4. All funded travelers must submit electronically, in a typed format, a travel request form, to the appropriate RITS designated agency. To take advantage of advance purchase discounts, funded travelers are to contact RITS as soon as they receive their official authorization to travel. This authorization will include the cost center and account number of the department within Rotary International or The Rotary Foundation that will be paying for the travel assignment. These numbers must be filled in on the travel request form. All domestic travel should be ticketed at least 16 days prior to departure and international travel 24 days prior to departure.
5. Travelers will use preferred airlines that provide discounts to Rotary International and its Foundation. Current Trustees are permitted to choose their routing and time of travel from among the list of preferred airlines under contract with Rotary International when booking through RITS on officially-funded TRF business travel.
6. Persons traveling at the expense of Rotary International or its Foundation may secure their own travel medical and accident insurance at their own personal cost. Rotary senior leaders (Board Members, Foundation Trustees and past Board Members and past Foundation Trustees) traveling on Rotary business, committee, task force or resource group members traveling on funded Rotary business, and past senior leaders traveling at the request of the president or the trustee chairman are provided travel insurance by Rotary International.
7. Travelers will accept flights with up to one additional connection if considerable cost savings can be achieved.

8. Flights will be booked through the most economical airports provided the cost of ground transportation does not increase the total cost of travel nor substantially increase traveling time to and from the airports.
9. All travel arrangements funded by Rotary International and its Foundation are to be handled by the appropriate RITS-designated travel agency. Travelers are encouraged to submit requests for local purchase authorization if they believe they can purchase a lower cost airfare through a non RITS-designated travel agency. The local purchase authorization request must include an official travel itinerary, which indicates flight numbers, flight times, airline and total cost. The traveler will only be authorized for local purchase if the airfare provided by the non RITS-designated agency is at least US\$100.00 lower than the RITS airfare. RITS reserves the right to deny local purchase requests based on its evaluation of the routing, seat availability, and airline selected by the non-RITS agency. The traveler will be reimbursed for the authorized amount upon completion of the trip and submission of the applicable receipts, along with an official Rotary International Expense Statement.
10. Travelers arriving for official meetings may arrive one day prior to the first meeting date. Travelers arriving from destinations 4000km. (2500 miles) and further may arrive two days prior to the first meeting date if their RITS scheduled flight cannot arrive before 15:00 hours the day before the meeting is scheduled to begin. Committee chairmen may arrive two days prior to the first meeting date. Past Presidents traveling more than 4000km. (2500 miles) may arrive one day prior to the general arrival date for the Council on Legislation, International Assembly and International Convention, unless they are otherwise required to arrive earlier in respect of any other meeting. Lodging, meal and general expense costs of travelers arriving within these time frames will be the responsibility of Rotary International. Travelers arriving earlier than these guidelines or staying longer than the night of their last meeting will do so at their own expense. If a committee meeting ends on Friday and there is considerable saving on airfares by staying over Saturday, the Saturday night lodging, meal and general expense costs will be paid by Rotary International. The same rule would apply to a Saturday arrival for meetings beginning on Monday. (This does not apply to travel to the International Assembly, International Convention, and Council on Legislation as travel policy may be modified to best meet the objectives of those meetings.)
11. Travel by transportation other than commercial aircraft must be authorized and will be reimbursed provided the cost does not exceed the amount of a RITS calculated, round-trip airfare.
12. If air service is unavailable, travelers will be reimbursed for the cost of the Rotary authorized, most economical, alternate form of transportation (i.e. personal automobile, train, bus, ferry). If anticipated travel costs exceed US\$250, RITS authorization is required.
13. Authorized travel by personal automobile will be reimbursed for the actual distance driven, on a per mile/kilometer basis as predetermined annually by Rotary International on a country-by-country basis. This mileage rate accounts for fuel costs, therefore, fuel may not be expensed in addition to the mileage.
14. Approved travel by rental car will be authorized for intermediate or smaller size cars. Rotary will not reimburse Collision Damage Waiver or Personal Accident Insurance on rental cars.
15. Travelers will receive reimbursement in an amount up to the class of service for which they are eligible.
16. Travelers will pay the cost of any personal travel booked in conjunction with authorized Rotary International travel.
17. Frequent flyer miles earned through tickets purchased by Rotary International will be credited to the account(s) of the individual traveler. Free tickets obtained by using frequent flyer miles are not reimbursable.
18. Exceptions to travel policy may be applied for in writing to the General Secretary. Examples of exceptions that may not be applied for include:

- a. The selection of specific airlines for frequent flyer benefits where Rotary has the opportunity to take advantage of lower fares or fulfill its contractual commitments with its preferred airlines;
- b. The selection of full economy/coach class fares (for the benefit of personal first or business class upgrades), where lower discount fares may be available; noting no change to the current travel policy for those entitled to business class where business class is not available.

AIRLINE CLASS OF SERVICE AS MANDATED BY COL ENACTMENT 10- 190

Funded Travelers will make use of the lowest reasonable available economy airfare which will serve the RI or The Rotary Foundation purposes of the journey. *

Highest available of business class or first class

President & Partner
 President elect & Partner
 Trustee Chair & Partner
 General Secretary & Partner

Highest available of business or economy class

Past Presidents & Partners
 Past Trustee Chairs & Partners
 Past General Secretaries & Partners

Lowest available of business class or first class

Serving Directors & Partners *
 Serving Trustees & Partners *

* Enactment as defined by RI Board.

REIMBURSEMENT FOR TRAVEL EXPENSES

1. All requests for reimbursement of business expenses shall be submitted on a RI expense statement within 60 days of when the expenses were incurred. Expense statements received after 60 days will not be reimbursed unless authorized by the General Secretary in exceptional cases where circumstances warrant such action.
2. Travelers on Rotary International and its Foundation business are to submit receipts for all expenses equal to or over US\$75.00
3. If international travel connection time exceeds 7 daytime hours, Rotary will reimburse the traveler for the cost of a day room, based on actual receipts, provided that the room is booked by RITS.
4. If international schedules require a forced overnight stay, Rotary will reimburse the actual hotel costs of a reasonably priced hotel room provided that it is booked by RITS.
5. Reimbursement to travelers for locally purchased airline tickets authorized by RITS is to be processed upon submission of applicable receipts on an official Rotary International Expense

Statement to the Finance Department or to the appropriate Rotary International Office or Fiscal Agent. The submission of the required documentation may not occur prior to the commencement of travel.

- 6.** Rotary will only reimburse Rotary spouse travel expenses incurred for a bona fide business purpose for Rotary. It is essential that the business purposes of the spouse travel, along with the amounts requested for spouse expense reimbursement, be substantiated with appropriate documentation and by utilizing an RI "Document of Reimbursable Activities of Spouse". Rotarians and spouses who fail to fulfill these requirements shall not be reimbursed by Rotary for the expenses associated with the travel and shall return to RI all amounts paid to them or on their behalf to Rotary in connection with the travel. Persons who travel at RI expense may be subject to income taxes on the value of the travel if the travel is not for bona fide business purposes.
- 7.** For spouses accompanying Rotarians on multiple travel segments, spouse travel expenses will only be eligible for reimbursement if the spouse incurred those expenses while conducting official Rotary business on approved and funded Rotary assignments. These expenses will be billed to the cost center authorizing the spouse travel. Any additional costs for spouses accompanying Rotarians on multiple travel assignments beyond the spouse funded portion will be at the personal expense of the Rotarian.
- 8.** All reasonable expenses such as taxi fare, hotel shuttle buses, and parking fees will be reimbursed.
- 9.** The actual costs of moderately priced, standard hotel rooms and car rentals will be reimbursed at a cost level appropriate to the area, provided that they are booked by RITS.
- 10.** The actual costs of meals will be reimbursed. If attendance at a hosted official meeting function is mandatory, Rotary International will not reimburse for the costs of any alternate food or beverage.
- 11.** Telephone, laundry and valet: reasonable telephone, laundry, dry cleaning, and/or valet expenses incurred while on RI business are reimbursable.
- 12.** Tickets issued by RITS provide limited accident and baggage insurance. The cost of additional insurance coverage is the responsibility of the traveler and will not be reimbursed by Rotary International.
- 13.** For all individuals traveling at RI expense, the General Secretary shall limit the use of master account billing procedures to the costs of the hotel room and tax only. All other business expenses will be reimbursed according to the standard reimbursement procedures.