





# ROTARY INTERNATIONAL AND ROTARY FOUNDATION EXPENSE STATEMENT INSTRUCTIONS

Please read the instructions below for assistance in completing the expense statement. For additional information related to submitting an expense statement, please see the [Guidelines for Submitting Expense Statements](#)

## Section 1 - Identifying Information (top of form)

<b>Name</b>	Enter your name
<b>Rotarian/Officer/Staff</b>	Select <b>*Rotarian</b> , <b>*Officer</b> , or <b>Staff</b> from the drop-down list ( <i>you must make a selection in order to choose an expense type in Section 2</i> ) <i>*For more information about payment options, see <a href="#">Payment Guidelines</a> or <a href="#">Payment Guidelines FAQ</a></i>
<b>Staff Liaison</b>	For Rotarian/Officer, enter the name of the staff liaison for your assignment
<b>Rotary ID</b>	For Rotarian/Officer, enter your Rotary ID (if you know it)
<b>Address</b>	Enter your mailing address (if staff, enter your department name)
<b>Country</b>	Enter your country ( <i>must be selected for the payment option drop-down to work properly</i> )
<b>Email</b>	Enter your email address
<b>Total Expenses (US\$)</b>	<i>Excel automatically calculates total (if you are not using Excel, you must calculate total manually)</i>
<b>Total Advance Amount</b>	Enter amount of advance received in US\$ (if applicable)
<b>Due to Individual or (Due to RI)</b>	<i>Excel automatically calculates amount (or manually calculate)</i>
<b>Spouse-Related Expenses</b>	Select Yes or No from the drop-down. For more information about spouse-related expenses, see the explanation under "Others Present" below
<b>Payment Option</b>	Select <b>Electronic Funds Transfer</b> , <b>Check</b> , or <b>Contribute to TRF</b> <i>For EFT, ensure that Rotary has your bank account information*</i> <i>For Contribute to TRF, complete the <a href="#">TRF Contribution Form</a></i> <i><a href="#">*Rotarian Payee Information Form</a></i>
<b>Today's Date</b>	<i>Excel automatically enters the date (or manually enter)</i>
<b>Date(s) Covered</b>	Include dates of trip or date of expense(s) incurred
<b>Title/Office</b>	Enter the Rotary title or office held (e.g., president's rep, RRFC)
<b>Location(s)</b>	Enter the city and country where expenses were incurred
<b>Assignment</b>	State the main business purpose for trip or expense. <i>Note: You should complete a separate expense statement for each Rotary assignment.</i>
<b>Signature</b>	Do not sign the form until you've completed all sections and reviewed for accuracy/completeness

## Section 2 - Business Expense Information (middle of form)

Please complete the following information for each expense. List expenses in chronological order.

*Note: The description fields are limited to 50 characters. If you need to enter more information, please just continue on the next line.*

<b>Date</b>	Enter the date on which the expense was incurred
<b>Expense Type</b>	Select the appropriate expense category from the drop-down list
<b>Description/Business Purpose of Expense</b>	Describe business purpose of the expense (e.g., hotel at convention, dinner with Trustees, etc.). If claiming personal auto expenses, enter a brief description including the total number of miles/kms traveled and your calculation based on <a href="#">RI Mileage Reimbursement Rates</a> (you may provide a printout from an Internet map site such as Google Maps, MapQuest, etc.). <i>Note: Personal auto expenses exceeding US\$250 round trip require prior approval from RITS.</i>
<b>Others Present (Relationship, Number)</b>	State the business relationship and number of other participants whose costs are included in the request (if applicable) <i>Note: If claiming spousal expenses, be sure to complete a <a href="#">Reimbursable Activities of Spouse Form</a>. A spousal expense is any expense (e.g., meals, registrations) for which you are claiming reimbursement for your spouse. Please be aware that to be reimbursed by Rotary, spousal expenses must have a documented bona fide business purpose.</i>
<b>Amount of Expense</b>	List the amount of the expense in local currency
<b>Currency</b>	Select the appropriate currency code from the drop-down list, or enter currency code
<b>Exchange Rate</b>	Enter the exchange rate <b>on the date the expense was incurred</b> . Provide documentation to substantiate exchange rate used. If rate is unavailable, RI rate will be used. <b>Note:</b> This form uses the formula of <b>Currency per USD</b> (e.g., 0.60 GBP = 1 USD rather than 1 GBP = 1.66666667 USD. This means you would need to enter 0.60 in the exchange rate field rather than 1.66666667). <i>For additional information about using exchange rates, see the <a href="#">Guidelines for Using RI Exchange Rates on Expense Statements</a></i>
<b>US\$ Total</b>	<i>Excel automatically calculates total (or calculate manually)</i>
<b>Documentation</b>	<i>Excel automatically identifies whether documentation (e.g., receipts, canceled checks with the bill/invoice) is required (equal to and over \$75 for Rotarians/equal to and over \$25 for staff/hotel folio regardless of amount). Documentary evidence is usually considered adequate if it shows the name, location, amount, date, and essential character of the expense. See <a href="#">Valid Proof of Payment</a> guidelines for more information.</i> <i>Note: If your country's regulations for documentation are more strict than the Rotary guidelines, please follow those regulations when submitting receipts.</i> <i>Please refer to the <a href="#">Additional Documentation Requirements by Country</a> guidelines for more information</i>
<b>Grand Total</b>	<i>Excel automatically calculates total (or calculate manually)</i>
<b>Total US\$</b>	<i>Excel automatically calculates total (or calculate manually)</i>

**NOTE:** If your expenses exceed the number of rows available on the first page, please click the link at the bottom to complete more rows of expenses. Clicking this link will bring you to an additional expense statement worksheet.

### Final Steps:

Once you've completed the expense statement, please review for accuracy, sign/date, print, and forward to the appropriate staff liaison/manager for approval.

*Note: By signing this expense statement, the requestor is attesting that all items are reasonable and necessary business-related expenses incurred while conducting authorized Rotary business.*