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 member, payment option (electronic funds transfer or check/draft), postal address (for check/draft receipt), email 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: Trip to visit RC of Anchorage
     - 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 of 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.
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.
     - Note: Be sure to review the Additional Documentation Requirements by Country to ensure you are compliant with your country's documentation regulations.
   - 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.**
   - If claiming for driving expenses, enter a brief description including the total number of miles/kms traveled and your calculation based on the Mileage Reimbursement Rates (**Example:** Automobile mileage to visit RC of Anchorage: 50 miles x $0.555 = $27.75). A printout from an Internet map site such as GoogleMaps can also be provided to help document your mileage.
   - If anticipated round-trip travel costs exceed US$350, RITS authorization is required.
7. **Calculate exchange rates from the time the 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.
     - Review the Guidelines for Using RI Exchange Rates on Expense Statements for more information.
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. Expenses submitted after 60 days will not be reimbursed unless authorized by the general secretary.

IMPORTANT LINKS

All documents and forms named in this document can be found at: www.rotary.org/en/members/generalinformation/travelservices/

- Additional Documentation Requirements by Country
- Guidelines for Using RI Exchange Rates
- Mileage Reimbursement Rates
- Payment Guidelines for Rotarians
- Payment Guidelines FAQ
- Reimbursable Activities of Spouse Form
- Rotarian Payee Form
- Rotary Expense Statement (Excel)
- Rotary Expense Statement (PDF)
- Rotary's travel policies
- Valid Proof of Payment