

April 09, 2018

## **EXPENSE CLAIM PROCEDURE**

A) For the District Governor and the DG String, Executive, Directors and Assistant Governors, please complete the Claim Form and submit it to myself. I will review and approve it and send it on to our bookkeeper for payment processing.

B) For all others on DAC, complete the form and have the appropriate Director provide the approval signature. Then please have it sent to me and I will send it to the bookkeeper for processing.

I have attached an updated copy of the form for you to use, which has my contact info at the top left corner. There are copies of the older form floating around which have a lower mileage rate so please don't use them anymore. Make sure that all of your receipts are attached since if there is no receipt you can't get paid.

This can all be done by e-mail; however, I would request that you keep your original receipts handy for a while in case they are ever needed. Although it's unlikely, if Revenue Canada were ever to do an audit, they would be looking for original receipts.

One last thing is that in an effort to reduce costs, the Executive decided at a recent meeting that members should be sharing hotel rooms at DTTS and Rotary Weekend wherever possible. Therefore, if you wish to have a single room, you can only be reimbursed for half of the cost of the room. If you do share a room, you can note that when you submit your Expense Claim form. You can either submit the full cost and note who you shared with, or each person can claim 50% of the cost on their forms.

Scott Brumwell  
District 7010 Treasurer