



ZONES 30/31 HEART OF AMERICA ROTARY LEADERSHIP INSTITUTE



EXPENSE REIMBURSEMENT FORM COMPLETION INSTRUCTIONS

Section A	PAYEE INFORMATION	
Enter	Payee name and address	Reimbursement check will be sent to this address
	Contact information	Used if payee must be contacted for additional information
	Event information	Used to facilitate expense tracking for each event

Section B	TRAVEL EXPENSES		RECEIPT REQ
Enter	Number of Miles driven X Current RI Mileage Rate	Out-of-district facilitators and other mileage costs	
	Lodging costs	Out-of-district facilitators or other lodging costs	√
	Meal(s) cost	Meals while traveling	√
	Other travel expenses		√

Section C	ON-SITE MEAL AND FACILITY EXPENSES		RECEIPT REQ
Enter	Faculty dinner costs	Friday night planning session meals (if held) Does not cover alcoholic beverages.	√
	Training meal costs	Meals and breaks during RLI event	√
	Other costs	Other costs incurred for training event. If meal related, enter number served	√
	Facility rental costs		√
	Office supplies	Office supplies purchased locally	√
	Printing costs	Printing purchased locally	√
	TOTAL for Section B & C		

Section D	EVENT/DISTRICT COORDINATORS EVENT SUMMARY	
Enter	Event Attendance	Number of students and faculty attending
	Event Income	\$ amount of prepaid registrations fees, fees received on-site and total fees received

Section E	DISTRICT COORDINATORS SUMMARY AND EXPENSE APPROVE	
Enter	Number of expense forms attached	
	TOTAL cost for event	District Coordinators are to collect all Expense Reimbursement Forms and receipts per event and forward, as one set, to the Treasurer.
	District Coordinator signature	
	Approval Date	
	District Coordinator's E-mail address	
	District Coordinator's Cell Phone Number	

Please follow Coordinators Procedure instructions included with expense form. If you are not the District Coordinator, please forward completed form and attached receipts to District Coordinator for approval. District Coordinator shall forward any checks received and all Expense Reimbursement Forms for a single event, **as one set**, by mail (or scan and e-mail) to: **Chair Jerry Venters, 4726 N. Holly Ct., Kansas City, MO 64116.** Questions? Contact Jerry at jvrotary6040@yahoo.com or his cell number [816-665-9272](tel:816-665-9272).