

ROTARY INTERNATIONAL AND ROTARY FOUNDATION EXPENSE STATEMENT

Name:					Today's Date:	Today's Date:		For AP Dept Use Only:			
Rotarian/Staff/Offic	rian/Staff/Officer:		Total Expenses (US\$):		Date(s) Covere	Date(s) Covered:		Vendor # - Location:			
Staff Liaison:	aff Liaison:		T		Title/Office:						
Rotary ID:			Total Advance Amount:		Location of			Currency:			
Address:			Due to Individual or (Due RI):		Assignment:	Assignment:					
					Assignment:				Exch Rate:		
Country:			Any Spouse-Related Expenses? (Y/N):				*		60 Day Dup. Pmt. Out. Adv. Spouse Form (if app.) Proof of Pmt		
Email:			Payment Option:		Signature:			Business Purpose		Totals	
		Payment Guidelines	Spouse Form Guidelines for Using RI Exchange Rates		ates	Guidelines for Submitting Expense Statemen		nse Statements			
Date	Expense Type	Description/ Business Purpose of Expense	Others Present (Business Relationship & Number)	Amount of Expense (in local currency)	Currency	Exchange Rate	US\$ Total	Documentation	Acct	Cost Ctr - Prod	
					TOTAL (Local Curr) \$			TOTAL US\$			
Department (Cost Center) Approval: Date:				Division/Staff (Division/Staff Contact Approval:				* Date:		

Disclaimer

*By signing this document, I confirm the accuracy of all calculations and that appropriate documentation (i.e., receipts or proof of payment) has been submitted and is in compliance with Rotary expense reimbursement guidelines.

Documentation is required for any expense equal to or over US\$75 (Rotarian)** / US\$25 (staff)** and for all lodging expenses.

Expense statements must be submitted within 60 days (Rotarian) / 30 days (staff) of the date on which the expenses were incurred to be eligible for reimbursement.

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For air travel, the unused portion or receipt portion of the ticket (and copy of authorization if purchased by source other than RITS) must be attached in order to process this request.

If you have questions about completing this expense statement, click the tab labeled "Instructions" below.

** Note: If your country's regulations for documentation of expenses are more strict than the Rotary guidelines, please follow those regulations when providing receipts with your expense statement.

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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)

Name Enter your name

Rotarian/Officer/Staff Select *Rotarian, *Officer, or Staff from the drop-down list (you must make a selection in order to choose an

expense type in Section 2)

*For more information about payment options, see Payment Guidelines or Payment Guidelines FAQ

Staff Liaison For Rotarian/Officer, enter the name of the staff liaison for your assignment

Rotary ID For Rotarian/Officer, enter your Rotary ID (if you know it) **Address** Enter your mailing address (if staff, enter your department name)

Country Enter your country (must be selected for the payment option drop-down to work properly)

Email Enter your email address

Total Expenses (US\$) Excel automatically calculates total (if you are not using Excel, you must calculate total manually)

Total Advance Amount Enter amount of advance received in US\$ (if applicable)

Due to Individual or (Due to RI) Excel automatically calculates amount (or manually calculate)

Spouse-Related Expenses Select Yes or No from the drop-down. For more information about spouse-related expenses, see the explanation

under "Others Present" below

Payment Option Select Electronic Funds Transfer, Check, or Contribute to TRF

For EFT, ensure that Rotary has your bank account information* For Contribute to TRF, complete the TRF Contribution Form

*Rotarian Payee Information Form

Today's Date Excel automatically enters the date (or manually enter)

Date(s) Covered Include dates of trip or date of expense(s) incurred

 Title/Office
 Enter the Rotary title or office held (e.g., president's rep, RRFC)

 Location(s)
 Enter the city and country where expenses were incurred

 Assignment
 State the main business purpose for trip or expense.

Note: You should complete a separate expense statement for each Rotary assignment.

Signature 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.

Date Enter the date on which the expense was incurred

Expense Type Select the appropriate expense category from the drop-down list

Description/Business Purpose of Expense 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 RI Mileage Reimbursement Rates (you may provide a printout from an Internet map

site such as Google Maps, MapQuest, etc.).

Note: Personal auto expenses exceeding US\$250 round trip require prior approval from RITS.

Others Present (Relationship, Number) State the business relationship and number of other participants whose costs are included in the request (if

applicable)

Note: If claiming spousal expenses, be sure to complete a <u>Reimbursable Activities of Spouse Form</u>. 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.

Amount of Expense List the amount of the expense in local currency

Currency Select the appropriate currency code from the drop-down list, or enter currency code

Exchange Rate Enter the exchange rate on the date the expense was incurred. Provide documentation to substantiate

exchange rate used. If rate is unavailable, RI rate will be used. Note: This form uses the formula of **Currency per USD** (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).

For additional information about using exchange rates, see the <u>Guidelines for Using RI Exchange Rates on</u>

Expense Statements

US\$ Total Excel automatically calculates total (or calculate manually)

DocumentationExcel 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

 $\textit{character of the expense. See } \underline{\textit{Valid Proof of Payment}} \ \textit{guidelines for more information}.$

Note: If your country's regulations for documentation are more strict than the Rotary guidelines, please follow

those regulations when submitting receipts.

Please refer to the Additional Documentation Requirements by Country guidelines for more information

 Grand Total
 Excel automatically calculates total (or calculate manually)

 Total US\$
 Excel automatically calculates total (or calculate manually)

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.