



ROTARY INTERNATIONAL AND ROTARY FOUNDATION EXPENSE STATEMENT

Disclaimer

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.

*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.*

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. 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.

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