

Today's Date:	29-Jul-16
Date(s) Covered:	
Title/Office:	
Location of Assignment:	
Assignment:	
Signature:	

Documentation	For RI Staff Use Only	
	Acct	Cost Ctr - Prod Code

Department (Cost Center) Approval:	*	Date:	Director/Staff Contact Approval:	*	Date:
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*\*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.*

*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.*

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

Revised Aug 10