



Rotary International 9650 Incorporated
Expense Reimbursement Form

Name:

District Committee/Activity Involved:

Signature:

Reason for Expense:

Details of Expenditure

Date	Expenditure Details	Amount	Claimed	Reimbursed (Treasurer to complete)
Total		\$	\$	\$

Please Note:

- All original Tax Invoices for expenses claimed must be attached**
Photocopied Tax Invoices will not be accepted without reasonable explanation. If there is insufficient space to record details of expenditure, please add additional pages.
(GST – for all domestic expenses exceeding \$82.50 a tax invoice must be obtained. For all domestic expenses exceeding \$1000, Rotary District 9650 Inc. Committee must be named on the Tax Invoice. International expenses e.g. overseas airfares are generally GST exempt so an ordinary invoice will suffice.)
- All reimbursements other than those for the District Treasurer are to be approved by the District Treasurer after endorsement by the relevant Committee Chairman, District Director or District Governor.
- All reimbursements for the District Treasurer are to be approved by the Chairman or Finance Committee.
- All reimbursements for District Directors are to be approved by the District Governor or the District Treasurer
- All expenditure claims are to be summarised and tabled at the next District Finance Committee meeting for noting.
- Reimbursements for the District Governor are to be approved by the Chairman of the District Finance in the first instance and tabled for noting at the next Finance Committee meeting.

Reimbursement Approved By:

District Officer (Name & Title)

Date