

GSE District Conference Subsidy Request Form

A single subsidy of up to a maximum of US\$500 or equivalent in local currency

Send to: Group Study Exchange Department, The Rotary Foundation, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

To qualify for a subsidy:

- 1) Districts must include receipts for every expense item, including transportation tickets.
- 2) Visiting GSE teams must make a 30-minute presentation at the district conference.
- 3) Districts must include a district conference program indicating when the visiting team gave a presentation.
- 4) Districts must submit this request within two months of expenditures. The Rotary Foundation cannot guarantee reimbursement for any requests submitted after that time.
- 5) Districts must include a completed Electronic Funds Transfer (EFT) Information Sheet in order for the Foundation to reimburse the district electronically.

District conference dates _____

Applicable conference expenditures:

Accommodations	_____	Cost	_____
Meals	_____	Cost	_____
Registration fees	_____	Cost	_____
Transportation	_____	Cost	_____

Total subsidy request: _____

Important: The Foundation will not authorize payments of subsidies without original receipts and complete documentation such as district conference programs.

Please print or type.

Request submitted by District _____ Partner District _____

NAME _____ E-MAIL _____

TITLE _____ DISTRICT _____

SIGNATURE _____

PAYEE (MUST BE A ROTARIAN OR ROTARY DISTRICT) _____ E-MAIL _____

ADDRESS _____

CITY/TOWN _____ STATE/PROVINCE _____ POSTAL CODE _____ COUNTRY _____

Detach and return this form to your GSE coordinator at the Foundation.