

Notes relating to expense claims for District Extension (New Clubs Formation) Officer and their assistants

It is a decision of the General Council that claims from district Extension (New Clubs Formation) Officer shall be submitted at least quarterly. This helps the administration of the accounts and your co-operation would be appreciated.

Expenses are not payable for the following:

1. There is no provision for the re-imburement by RIBI of incidental expenses such as the costs of guest speakers, meals for prospective members invited to interest meetings, lapel badges, hire of rooms etc., which should be borne by the sponsoring Rotary club(s) or met by the persons concerned.
2. Expenses are payable as follows:

Persons eligible:	Reason to be inserted in column 2
DNCFC or representative (but not both)	A = <i>Making a survey</i>
DNCFC or representative (but not both)	B = <i>Attendance at preliminary meeting</i>
DNCFC or representative (but not both)	C = <i>Attendance at Inaugural meeting</i>
DG or Assistant Governor (but not both)	C = <i>Attendance at Inaugural meeting</i>
District Secretary	C = <i>Attendance at Inaugural meeting</i>
DNCFC or representative (but not both)	D = <i>Attendance at Interim Club meeting</i>
DNCFC or representative (but not both)	E = <i>Attendance at charter evening</i>
DG or Assistant Governor (but not both)	E = <i>Attendance at charter evening</i>
District Secretary	E = <i>Attendance at charter evening</i>
DNCFC or representative (but not both)	F = <i>Visiting club 'in care'</i>
DNCFC or representative (but not both)	G = <i>(only mileage may be claimed)</i>

**** Insert the relevant alphabetical letter in column 2**

3. Claims for postage, stationery, telephone calls and fax are payable to both the DNCFC and authorised representative. All other items should indicate clearly to which prospective Rotary club or interim Rotary club they refer.
4. The travel allowance approved by the General Council is 2nd class rail fare or a contribution towards the cost of car travel at the rate of 22p per car mile (all fuel types). Claims should be based on the shortest practicable route according to the means of travel actually used for a given journey.
5. If a private car is to be used on Rotary business it is important for the insurance policy holder to check with their insurance company that the vehicle is covered for such use.
6. The sum of up to £150 shall be made available to District Extension (New clubs Formation) Officers towards the cost of the first interest meeting in forming a new Rotary club. **[D.Exec.2006/2007:47]**