



ROTARY LEADERSHIP INSTITUTE -  
Northeast America, Inc.  
**TRAVEL EXPENSE REIMBURSEMENT FORM**

2017-18  
Form #  
\_\_\_\_\_

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Request Date: \_\_\_\_\_ RLINEA Position: Faculty Officer (circle one)

Requestor: \_\_\_\_\_ Event Location: \_\_\_\_\_

Telephone: (Res.) \_\_\_\_\_ (Bus.) \_\_\_\_\_ (Cell) \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail check to: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_ **Mileage Reimbursement:**

From (Home): \_\_\_\_\_ To (RLI Event): \_\_\_\_\_  
(list locations)

Total miles driven, one way: \_\_\_\_\_; two ways: \_\_\_\_\_

Comments: \_\_\_\_\_

*(Payment is 1/2 the IRS Business rate on prior July 1 for miles exceeding 150 round trip...27 cents/mile in 2017-18)*  
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\_\_\_\_\_ **Hotel Reimbursement:**

From (Home): \_\_\_\_\_ To (RLI Event): \_\_\_\_\_  
(list locations)

Total miles driven, one way: \_\_\_\_\_; two ways: \_\_\_\_\_

Comments: \_\_\_\_\_

*(Payment is \$50 if distance exceeds 100 miles round trip)*

\_\_\_\_\_ **Total Combination Reimbursement:**

*(Totals exceeding \$150 must be approved as exception by Exec Committee)*

\*All locations and distances must be filled to be considered for reimbursement.

\*Supporting documents (original invoices, etc.) should be attached to this request by category.

\*Exceptions for unanticipated or unusual circumstances considered by Executive Committee

Requestor's Signature \_\_\_\_\_ RLINEA (RVC) \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Date Paid: \_\_\_\_\_ Check No. \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## **RLI-NEA Reimbursement Policy Guidelines**

In an attempt to recognize the hardship current travel costs can be for RLI faculty, the following guidelines have been approved by the Executive committee. These reimbursements are meant to encourage faculty participation at multiple sites throughout the training area and particularly to encourage attendance of all faculty at the pre-event planning dinner that is held the evening before the training.

- Travel mileage and hotel expenses are eligible for partial reimbursement by RLI-NEA.
- The request form will be provided by the RVC at each teaching site and must be completed and signed by the faculty and the officer at the site.
- The form must be delivered to the Treasurer for payment within two weeks of the event.
- Faculty may receive reimbursement for up to 5 events per Rotary year.
- Mileage refunds will be based on a percentage of the IRS business rate and cover those trips farther from the faculty or officer's home District.
- Hotel refund will be a flat fee, not intended to cover the entire cost of the stay, but set to encourage use of home stay where available and shared rooms where possible.
- Other limits to reimbursement are enumerated on the form.

Other information regarding pre-event dinner:

- The pre-event dinner will be paid by the RVC for the faculty and officers of RLI.
- Guests are welcome at the pre-event dinner at no cost to RLI.
- Alcoholic beverage is also at no cost to RLI.
- RVCs are seeking to encourage participation and minimize costs.

Exceptions to reimbursement policies and limits, and review of special situations and circumstances can be approved by the Executive committee.