



ROTARY LEADERSHIP INSTITUTE -  
Northeast America, Inc.

2018-19  
Form #  
\_\_\_\_\_

OFFICER (RVC) TRAVEL EXPENSE REIMBURSEMENT FORM

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Request Date: \_\_\_\_\_ RLINEA Position: Office \_\_\_\_\_

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 50/ round trip...27 cents/mile in 2017-18)*  
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\_\_\_\_\_ **Hotel Reimbursement:**

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

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

*(Maximum payment per night is RLI contracted rate for a site being operated, if requested)*

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

*(Totals exceeding \$300 per site must be approved as exception by Exec Committee)*

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

\*Supporting documents (hotel 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 officers with site management responsibilities, the following guidelines have been approved by the Executive committee. These reimbursements are meant to encourage officer's participation at multiple sites throughout the training area and particularly, by their availability on site, to help 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 reimbursement by RLI-NEA.
- The request form will be completed by the RVC for each training site for which they are responsible. RVC's will be vouching for the accuracy of their expense requests.
- The form must be delivered to the Treasurer for payment within two weeks of the event.
- Officers may receive reimbursement for each event to which they are the primary responsible officer assigned.
- Mileage refunds will be based on a percentage of the IRS business rate and intended to cover the high cost of those trips farther from an officer's home District.
- Maximum hotel refund will be at the best RLI rate, negotiated for the contract year.
- Other limits to reimbursement are enumerated on the form and may also be determined by the Executive committee of RLINEA.

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 responsible for seeking participation of all faculty and minimizing costs.

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