

## Rotary District 6800 Expense Report Form

Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

### Food and General Expenditures ---Receipts Required

Date	Item	Cost
<b>Total</b>		

Auto Travel				
Date	From-To-From	Miles	Per Mile	Total

Current Per Mile Maximum Allowed for an Automobile is \$0.365

Date	Other Travel--Describe (Receipts Required)	

Maximum Travel Based on Lowest Cost (Air or Auto) Available

**Grand Total**

**AG's**      Travel payment for a maximum 4 visits per club (unless special request need and approval granted.) These visits should be quarterly except for DG visit date. Clubs are expected to provide your meal on all visits.

**District Officers**      Pre-authorized travel only. Some budget limitations apply. If two or more attend a meeting or event, coordination of travel is expected if at all possible. Check with DG concerning limitations, exclusions and and maximum amounts district will pay. If liquor included with meal please limit to one drink per person maximum--our funds are limited.