Reimbursement Procedures for Adult Members of the
Key Club Committee

These instructions are specifically for budgeted expenses associated with the three board meeting weekends: Leadership Training Conference and June Board Meeting; August Board Meeting; and January Board Meeting.

2. You may be reimbursed for the following travel-related costs using the Key Club Travel Reimbursement form:
    a) Either (1) actual roundtrip mileage driven between your home and the meeting location, including extra miles driven to pick up student board members, at the rate of $0.40 per mile, or (2) cost of rental vehicle plus fuel. You may not receive cost of insurance reimbursement. Reimbursement for rental vehicles must be approved in advance by the District Administrator.
    b) Tolls.
    c) Meals purchased for students you are transporting and yourself if time of travel overlaps a meal time. Meals that could be eaten prior to the beginning or after the end of a trip at home or at the facility upon arrival at the meeting destination are not reimbursable.

3. You must submit receipts for all expenses.

4. You may rent a vehicle and get reimbursement only if doing so would be less expensive than claiming mileage or if your personal vehicle is not large enough to transport your students. In either case, you must get approval from the District Administrator in advance. You may rent a vehicle and claim only mileage without approval, if the mileage reimbursement will be less than the cost of rental, insurance, and fuel.

5. Non-travel cost (e.g., supplies) for meetings, if approved by the District Administrator in advance, may be reimbursed. These may include printing, training supplies, snacks, etc. Use the Kiwanis Foundation Voucher form for these expenses.

6. Complete the appropriate form on your computer.
    a) When you open the form, click "Read only" when you get the Password dialog box.
    b) Use the tab key to move between fields on the forms. You "sign" the form by typing in your name.
    c) When finished, save the form to your computer by giving it a different name (e.g., 2010FallBdMtgReimb-YourLastName).

d) Email your form(s) and receipts to the **District Treasurer**. You will need to scan your receipts; BE SURE your scanned receipts can be read before sending. Do not fax your reimbursement request.

e) Please submit your reimbursements within **two weeks** of the meeting. **NO REIMBURSEMENTS WILL BE MADE MORE THAN 30 DAYS FROM INCURRED DATE, AFTER OCTOBER 1ST FOR EXPENSES INCURRED PRIOR TO OCTOBER 1, OR AFTER THE DAY PRIOR TO THE START OF DCON FOR EXPENSES INCURRED AFTER OCTOBER 1**. If you cannot submit the request within two weeks, contact the District Administrator for approval. If you do not plan to submit a reimbursement request, notify the District Administrator of your intent to waive reimbursement for that meeting.

f) Once the reimbursement request is received, the District Treasurer will review and authorize the request and assign a budget line number. The District Treasurer will then forward the reimbursement request to the District Administrator for final approval and will then forward to the District office for payment. The Kiwanis Executive Director will make the final determination of the budget line number for the expense.

7. Limits on reimbursements:

g) It is anticipated that what has been budgeted for expenses will be adequate to cover the costs as defined above. If the total of all travel expense vouchers exceed the budget, it may be necessary to reduce the total reimbursement for that or future meetings.

h) Food and lodging expenses for meetings are budgeted based on double occupancy for Assistant Administrators only and rooms are reserved accordingly. Others may lodge and eat with us and single rooms may be provided if these additional costs are paid for by the attendee, if the accommodations are available, and if approved in advance by the District Administrator. As far in advance of the meeting as possible discuss with the District Administrator what may be available and how much it will cost.