

Mountain & Plains Rotary D5470 Youth Exchange Inc.
Reimbursement Policies
As amended and restated

General Statement:

Rotary is a volunteer service organization. Everyone is a volunteer contributing knowledge, time, skills, talents, materials and money as they are able. Monetary reimbursement is not an entitlement; it is a way of making it possible for these diverse contributions to continue enriching the work done to further the purposes of Mountain & Plains D5470 Rotary Youth Exchange Inc. Amounts not submitted for reimbursement may still be deducted for income tax purposes upon advice of your tax preparer.

Definitions:

The **Board of Directors** is comprised of: the District Chair, the District Governor Nominee, the Department of State Assistant Responsible Officer and two elected members at large.

The RYE **Executive Committee** is comprised of the District Chair, the District Vice-Chair, the Outbound Coordinator, the Inbound Coordinator, the Country Contact Coordinator, the District Treasurer, the Compliance Officer and the YEAH Webmaster.

The District 5470 **RYE Committee** is comprised of the Board of Directors, the Executive Committee, the Club Group Coordinators, the Country Contacts and all YEOs of current year hosting clubs.

Policies:

- All requests must be submitted on a Reimbursement Form available on the MPRYE website and must include specifics: e.g., date, event description, location, and purpose of expenditure, and photocopies of receipts where available.
- Reimbursement requests must be submitted in a timely manner not to exceed 60 days after expenditure.
- Approved reimbursements will be made monthly by the Treasurer.
- Whenever practical, in order to avoid Colorado sales tax, purchases subject to Colorado sales tax should be made with a RYE credit or debit card or RYE check. The vendor will require a copy of the RYE Colorado sales tax exemption certificate, available on the Resources page of our website.

Transportation and Lodging:

- Fuel costs: will be reimbursed at the *greater* of: 1) actual receipts submitted together with a statement of the origin, destination and purpose of the trip, or 2) the miles driven at the same rate as allowed by the IRS for Business travel. The current rate is \$0.14 per mile (LIMITED TO \$350)
- The M&PRYE rate will change to reflect the IRS rate when/if that occurs. This reimbursement is available to all RYE Committee members and volunteers for carrying out specific duties.
- Reimbursement for any other transportation costs will be decided on a case by case basis and must be approved the Mountain & Plains D5470 Treasurer and District Chair.
- When an overnight stay in a hotel is necessary, it is expected that each member of the RYE Committee will share a room and be reimbursed 50% of the total room cost unless it is not possible to room-share, in which case 100% of the room cost will be reimbursed. In the case of RYE Interview Weekend, those who volunteer as chaperones for the inbound students and are unable to room-share will be reimbursed 100% of the total hotel room cost.
- In transit meals will not be reimbursed.

Revised 8/31/2019

Meetings and Events:

- Attendance at meetings and events shall require prior authorization of the District Chair. Attendees will be expected to pay the registration fee and submit a receipt for reimbursement. In cases of financial hardship, an attendee may request the District Chair to authorize direct payment of the registration fee. When early registration is available at a discount, efforts should be made to register early.

Supplies:

Reimbursement for supplies, copying, postage, and international calls is available to the Board of Directors, the RYE Leadership Team and the Committee members for carrying out specific duties.