

# The Florida District of Kiwanis Expense Reimbursement Form

District Officers and Chairs are entitled to reimbursement of expenses which are budgeted in the operational budget of the Florida District of Kiwanis International and which they incur on behalf of Kiwanis. Requests for reimbursement must be made within 30 days of the expense. Reimbursements cannot be made after the close of the administrative year in which the expenses are incurred. Officers wishing to waive reimbursement are asked to complete the form for accounting and budgeting purposes and to check the waiver of reimbursement box at the bottom of the form. Payment may also be applied to the Honorary Lifetime Trustee Program. **The Board may budget convention registration fees, meals and activities in lieu of per diems.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_

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

Date of Event and/or Reason for Expense: \_\_\_\_\_

Location: \_\_\_\_\_

Travel: To: _____		From: _____			
# of Round Trip Miles*** _____		x \$.40 per mile = \$ _____			
Air Fare \$ _____		Attach copy of ticket			
		<i>Total Travel: \$ _____ (1)</i>			
Lodging: _____ # of nights x \$ _____		room rate = \$ _____			
Name of Hotel: _____					
		<i>Total Lodging: \$ _____ (2)</i>			
Meals*: Breakfast	Day 1	Day 2	Day 3	Day 4	Day 5
	_____	_____	_____	_____	_____
	Lunch	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____
		<i>Total Meals, excluding alcoholic beverages: \$ _____ (3)</i>			
		<i>Registration fee: \$ _____ (4)</i>			
		<i>Total Expenses (Total of Lines 1-4): \$ _____ **</i>			

- I wish to receive reimbursement
  I wish to waive reimbursement  
 I wish to apply my reimbursement to Honorary Lifetime Trustee Program

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reimbursement will be made in the amount called for in the budget or for the amount requested whichever is less. All reimbursement requests must be accompanied by receipts. Officers are reimbursed for Board Meeting participation. Failure to attend a Board Meeting will result in forfeiture of reimbursement for that event. Mileage statements must include a starting and ending destination and the distance traveled. Tolls and parking fees are not reimbursable. Non-receipted reimbursement requests cannot be granted. Airline reservations must be placed through the District Office or its designated agent. \*Spouses expenses are not reimbursable unless specifically budgeted due to the spouse's role at the event. \*\*\*An Internal Revenue audit may require you to verify your odometer reading at the beginning and ending of your reimbursable mileage. Scheduled meal functions at Conferences and Conventions are deducted from per diem allowance. Honorary Lifetime Trustee donations are not tax deductible.

*Form Revised: 10-1-2007*