



8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730

Office: 909-989-1500 Fax: 909-989-7779 E-mail: reports@cnh.simplelists.com

March 21, 2019

To: 2018-2019 Lt. Governors-elect

Dear Kiwanians,

The California-Nevada-Hawaii District provides each Lt. Governor a budget to help offset the cost of your office. You will be able to vouch for expenses incurred between October 1, 2019 and September 30, 2020.

In order for us to prepare your budget, it is necessary for you complete the attached form and submit it to the District office as soon as possible.

PLEASE NOTE WE ARE ASKING FOR ONE-WAY MILEAGE ONLY.

Compute your mileage from your home club meeting place. We will calculate the round trip mileage for your budget.

You will receive a mileage allowance to attend the Mid-Year Conference closest to the division you serve. Again, please indicate your mileage to the events requested as **one-way mileage only**.

You will receive a travel allowance for the 2020 International Convention. This will come from a fund maintained exclusively for officer's travel to the International Convention. The District Board will approve the amount of this allowance at an upcoming Board meeting.

There is no provision in our Bylaws for you, as the Lt. Governor-designate, to be paid for attending the 2019 District Convention in Las Vegas, NV this August. You will, however, be asked to be available for your installation on Saturday, August 17, 2019. Again, you will be eligible for reimbursement for expenses incurred after October 1, 2019.

If you have any further questions, please feel free to call me.

Sincerely yours,

Mark W. McDonald

Mark W. McDonald
Executive Director

MWM:tjk

cc: Timothy Cuning, Governor-elect
Pete Horton, 2019-2020 Finance Committee Chairman



Lt. Governor Mileage Form

URGENT * FOR IMMEDIATE ATTENTION * URGENT

In order to provide the District Finance Committee information necessary to prepare your budget, we ask you to please complete this form promptly and forward it to the **Kiwaniis District Office, c/o Mark McDonald, 8360 Red Oak St., Suite 201, Rancho Cucamonga, CA 91730 or fax to 909-989-7779 or e-mail to reports@cnh.simplelists.com.**

You must include **ONE-WAY MILEAGE** to each club within your division and the Mid-Year Conference closest to the division you serve, and the District Convention. Also, estimate the number of nights (if any) that your Official Visits to clubs and club board meetings will **require** you to be away from home.

Name (please print): _____ Division _____

Signed: _____ Email: _____

A. Total number of clubs currently in your division _____

B. From _____
(Home Club)

| <u>CLUB NAME</u> | <u>ONE WAY MILEAGE</u> |
|------------------|------------------------|
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |
| to _____ | _____ |

-OVER-

to _____

to _____

to _____

to _____

to _____

to _____

to _____

to _____

to _____

TOTAL ONE WAY MILEAGE _____

C. One-way mileage from: (Select the conference closest to the division you serve)

_____ to San Gabriel, CA _____
Home Club Mid-Year Conference South Miles
 Sheraton Los Angeles San Gabriel Hotel
 303 East Valley Rd., San Gabriel, CA 91776

or One-way mileage from:

_____ to Modesto, CA _____
Home Club Mid-Year Conference North Miles
 DoubleTree by Hilton Modesto
 1150 9th St., Modesto, CA 95354

D. One-way mileage from:

_____ to Sparks, NV _____
Home Club District Convention Miles
 Nugget Casino Resort
 1100 Nugget Ave., Sparks, NV 89431

E. Estimate **required** nights away from home for club visits:
 (please note: this is granted only for extended travel times or extraordinary circumstances)

1. Club Visits (within division) _____

Complete and Return to:

Kiwanis District Office
 c/o Mark McDonald, 8360 Red Oak Street, Suite 201, Rancho Cucamonga, CA 91730
 or fax to (909) 989-7779 or e-mail to reports@cnh.simplelists.com