



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

Office: 909-989-1500 Fax: 909-989-7779 E-mail: office@cnhkiwanis.org

GUIDELINES FOR LT. GOVERNOR EXPENSE REPORTS

The following guidelines are intended to assist Lt. Governors in the completion of their expense reports and insure they will be able to successfully be reimbursed for all expenses incurred which are included in the District budget for Lt. Governors.

- 1) Your expenses are to be claimed using the proper District expense report which may be found at: <http://www.cnhkiwanis.org> under the [Expense Reports](#) tab.
- 2) Mileage for either your Official Club Visits and Official Board Visits must be claimed on one voucher after the submission of your report for these visits and must include either the mileage supporting statement or a mapping service supporting document (i.e. Google maps or MapQuest) indicating travel mileage. The report forms may be found at www.cnhkiwanis.org under Resources/Lt. Governor Resources.
- 3) Your expenses must be claimed within 90 days of the date incurred. To be in compliance with this policy, your expense for Official Club Visits must be claimed not later than June 15 and your expense for Official Board Visits must be claimed not later than August 31st.
- 4) Your expense for Mid-Year Conference, International Convention and District Convention must be submitted within 90 day of the end of each of these events, but not later than September 30th.
- 5) Your completed voucher must be submitted to the District Treasurer with copies of your receipts. All expenses must be incurred and paid before the expense voucher is submitted. Personal travel points used for hotels or flights will not be reimbursed.
- 6) Your final voucher for the year **will not be considered if it is not received** by the District Treasurer on or before September 30th.

We hope this information is helpful. Should you have any questions regarding your expense report, please feel free to call on either the District Office Staff or the District Treasurer.

Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

EXPENSE REPORT & REQUEST FOR REIMBURSEMENT SUBMITTED TO TREASURER
FOR LIEUTENANT GOVERNORS

****Expenses must be claimed no later than 90 days
of date occurred and before listed deadline****

California-Nevada-Hawaii District
of KIWANIS INTERNATIONAL

Name: _____ Division No. _____

Phone #: _____ E-mail: _____

Current date: _____ Period Covered: _____ to _____

OFFICIAL CLUB VISITS: FINAL DEADLINE FOR SUBMISSION JUNE 15TH

Auto mileage within Division: _____ miles @ \$ 0.520 \$ -
(Detail or mileage worksheet must be attached for approval)

OFFICIAL BOARD VISITS: FINAL DEADLINE FOR SUBMISSION AUGUST 31st

Auto mileage within Division: _____ miles @ \$ 0.520 \$ -
(Detail or mileage worksheet must be attached for approval)

Overnight Lodging within Division: _____ nights @ \$ 75.00 /night \$ -
(May not exceed current year Hotel rate of \$75.00)

**MID-YEAR CONFERENCE: SUBMIT FOR REIMBURSEMENT NO LATER THAN 90 DAYS AFTER EVENT
(may not exceed budget amounts)**

Auto mileage: _____ miles @ \$ 0.520 \$ -

Other Transportation: _____

Mid-Year Conference Hotel: _____ nights @ \$ 75.00 /night \$ -
(May not exceed current year Hotel rate of \$75.00)

**DISTRICT CONVENTION: FINAL SUBMISSION DEADLINE SEPT 30TH
(may not exceed budget amounts)**

Auto mileage: _____ miles @ \$ 0.520 \$ -

Other Transportation: _____

District Convention Hotel: _____ nights @ \$ 75.00 /night \$ -
(May not exceed current year Hotel rate of \$75.00)

OFFICE EXPENSE: (may not exceed budget amounts)

Description of expense: _____

**INTERNATIONAL CONVENTION Hotel: FINAL SUBMISSION DEADLINE SEPT 30TH
(may not exceed budget amounts)**

Int'l Convention Hotel: _____ nights @ \$ 75.00 /night \$ -
(May not exceed current year Hotel rate of \$75.00)

TOTAL FROM DISTRICT'S LT. GOVERNOR BUDGET \$ -

**INTERNATIONAL CONVENTION TRAVEL: FINAL SUBMISSION DEADLINE SEPT 30TH
(may not exceed budget amounts)**

Auto mileage: _____ miles @ \$ 0.520 \$ -

Airfare/Transportation _____ (per current year policy)

TOTAL INTERNATIONAL CONVENTION TRAVEL \$ -

TOTAL DEMAND FOR THIS EXPENSE VOUCHER \$ -

I certify the expenses on this voucher are actual and the receipts attached are accurate.

Signature X _____

Mail reimbursement to: _____

(Street Address)

Account # _____

(City)

(State)

(Zip + 4)

-RECEIPTS & MILEAGE SUPPORTING STATEMENT MUST BE ATTACHED FOR APPROVAL-

**Please note: Mail this form with copies of all receipts attached to the District Treasurer - Robert Davis, CPA
Davis & Deal, Certified Public Accountants
211 S. Glendora Ave., Suite A, Glendora, CA 91741
P: (626) 963-0297 Email) robert.davis@davisdealcpa.com**

**Cal-Nev-Ha District of Kiwanis International
Mileage Supporting Statement**

Office:

	Date	Destination/Club	Purpose	Mileage Beginning	Mileage Ending	Total Mileage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Total Mileage Claimed On This Voucher:"