



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

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

February 9, 2020

To: 2019-2020 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 and completed between October 1, 2020 and September 30, 2021.

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 2021 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 2020 District Convention in Las Vegas, NV this August. You will, however, be asked to be available for your installation on Saturday, August 15, 2020. Again, you will be eligible for reimbursement for expenses incurred and completed after October 1, 2020.

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: Gary Gray, Governor-elect
Lanie Wheeler, 2020-2021 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 Pomona, CA _____

Home Club Mid-Year Conference South Miles

Sheraton Fairplex Hotel & Conference Center
601 W. McKinley Ave, Pomona, CA 91768

or One-way mileage from:

_____ to PENDING _____

Home Club Mid-Year Conference North Miles

D. One-way mileage from:

_____ to San Diego, CA _____

Home Club District Convention Miles

Sheraton San Diego Hotel & Marina
1380 Harbor Island Drive, San Diego, CA 92101

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