



Kiwanis[®]
CALIFORNIA-NEVADA-HAWAII DISTRICT

www.cnhkiwanis.org

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To: Cal-Nev-Ha Lt. Governors & Trustees,

This is a reminder to Lt. Governors and Trustees regarding vouchers for Official Visits, Board Visits, DCM Visits and the reports that must accompany the voucher.

- Vouchers for mileage to Official Board Visits and Official Club Visits should be submitted as soon as possible. The mileage worksheet must be included and indicate the dates of your visits.
- The Official Club Visit is the visit at which you (Lt. Governor) are the program. Travel for one Official Visit per club is included in your District budget.
- The Official Board Visit is the visit to a club's board meeting on which you base your report of Board Visits. Travel for one Official Board Visit per club is included in your District budget.
- You may complete your visits in a Zoom meeting. If your Official Club Visit or Board Visit is on Zoom, you may not claim expense for mileage.
- Expenses are reimbursed only when your visits are completed, and your reports have been submitted to the office. Documentation must be included. Reimbursement is made only for travel completed not just what is in your budget.
- Submit your voucher as soon as you can but no later than September 30, so we can keep the accounting up to date when we report to the Board of Trustees. This reimbursement system is designed to avoid your having to report income for tax purposes.

Hope you are all safe and well during this challenging time

Respectfully!

Mark W. McDonald
District Secretary / Executive Director