



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

Office: 909-989-1500 Fax: 909-989-7779 E-mail: [office@cnhkiwanis.org](mailto:office@cnhkiwanis.org)

September 6, 2021

To: 2021-2022 District Trustees

Dear District Trustees,

The California-Nevada-Hawaii District provides each District Trustee a budget to help defray the cost of your office. You will be able to vouch for expenses incurred between October 1, 2021 and September 30, 2022 only.

**In order for us to properly prepare your budget, it is imperative that you complete this form and submit it no later than September 30, 2021.** We would appreciate your completing this task as soon as possible moment! *(Please scan and e-mail or fax in the form and request a confirmation of receipt.)*

**PLEASE NOTE WE ARE ASKING FOR ONE-WAY MILEAGE ONLY.** Compute your mileage from your home address. We will calculate the round trip mileage for your budget.

You will receive a travel allowance to attend:

- at least two Division Council Meetings (DCMs) outside of your home division for each division within the region when your one-way travel exceeds 100 miles
- Trustee training at the Kiwanis District office
- the Board of Trustees meeting at Mid-Year Conference South in San Diego, CA and
- District Convention in Indian Wells, CA.

For the attendance of at least two Division Council Meeting (DCM) visits of each division within the region, please list the one-way mileage you anticipate to incur, which is in excess of 100 miles one way. If the DCM location varies, list all of the locations you may expect to travel to. This may be based on the past year if the Lt. Governor has not yet announced the DCM locations for 2021-2022. If the DCM location for a division is static, list that location and note that all of the division's DCM's are held there.

You will receive a separate travel allowance for the 2022 International Convention, from a fund designated for this purpose. You, the District Board will approve this allowance at the 2022 Mid-Year Board meeting.

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

Sincerely yours,

*Mark W. McDonald*

District Secretary

MWM:th

cc: Margo Dutton, Governor  
Pete Edwards, Finance Chairman



## District Trustee Mileage Form

In order to provide the District Finance Committee information necessary to prepare your budget, **we ask you to please complete this form promptly and scan and email to reports@cnhkiwanis.org no later than September 30, 2021 or fax to 909-989-7779.** You must include **ONE-WAY MILEAGE** to at least two DCM visits per division other than your home division within the region (if more than 100 miles away) and Board meeting locations (including the International Convention and District Convention).

A. Your Region #: \_\_\_\_\_ Your Name: \_\_\_\_\_

B. From: \_\_\_\_\_  
(Home address)

| <u>DCM Location</u>                                     | <u>One Way Mileage</u> |
|---|------------------------|
| (Please only list those in excess of 100 miles one way) |                        |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |
| to _____  | _____                  |

TOTAL ONE WAY MILEAGE \_\_\_\_\_

C. One-way mileage from your home address to:

\_\_\_\_\_ Miles  
Kiwaniis Professional Center  
(8360 Red Oak Street, Rancho Cucamonga, CA 91730)

D. One-way mileage from your home address to:

\_\_\_\_\_ Miles  
Mid-Year Conference  
(San Diego Marriott Mission Valley, 8757 Rio San Diego Dr., San Diego, CA 92108)

E. International Convention travel to Indianapolis, Indiana:

Do you plan on attending? Yes \_\_\_\_\_ No \_\_\_\_\_

Which Airport will you fly to/from?

San Diego \_\_\_\_\_ Los Angeles \_\_\_\_\_ San Francisco \_\_\_\_\_ Sacramento \_\_\_\_\_

Las Vegas \_\_\_\_\_ Other (please list) \_\_\_\_\_

F. One-way mileage from your home address to:

\_\_\_\_\_ Miles  
District Convention

(Renaissance Esmeralda Resort & Spa, 44400 Indian Wells Ln., Indian Wells, CA 92210)

Do you plan on attending? Yes \_\_\_\_\_ No \_\_\_\_\_

**Once completed, please e-mail to [reports@cnhkiwanis.org](mailto:reports@cnhkiwanis.org)**  
or fax to (909) 989-7779.