



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 30, 2022

To: 2021-2022 Lt. Governors-elects

Dear Kiwanians,

The California-Nevada-Hawaii District provides each Lt. Governor with a budget to help offset the cost of your office. **You will be able to vouch for travel expenses incurred and completed between October 1, 2022 and September 30, 2023.**

In order for us to prepare your budget, it is necessary for you to complete the attached form and submit it to the District office as soon as possible. **THIS BUDGET WILL BE APPROVED BY THE DISTRICT BOARD OF TRUSTEES. LT. GOVERNORS WITHOUT AN APPROVED BUDGET WILL NOT BE ABLE TO VOUCH FOR REIMBURSEMENT OF EXPENSES.**

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 one of the Mid-Year Conferences **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 2023 International Convention in Minneapolis, Minnesota. This will come from a fund maintained exclusively for officers' travel to the International Convention. The District Board will approve the amount of this allowance at an upcoming Board meeting.

PLEASE NOTE: There is no provision in our Bylaws for you, as the Lt. Governor-designate, to be paid for attending the 2022 District Convention in Indian Wells, CA this August. You will, however, be asked to be available for your installation on Saturday night, August 6, 2022. Again, you will be eligible for reimbursement for expenses incurred after completion and starting October 1, 2022.

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

Sincerely yours,

Mark W. McDonald

Mark W. McDonald
Executive Director

MWM:th

cc: Valarie Brown-Klingelhofer, Governor-elect



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 (Monterey or Burbank) and the District Convention (Sparks, NV). 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 _____	_____

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 Monterey Marriott _____
 Home Club Mid-Year Conference North Miles

Monterey Marriott
 350 Calle Principal, Monterey, CA 93940

or One-way mileage from:

_____ to Marriott Burbank _____
 Home Club Mid-Year Conference South Miles

Marriott Burbank Convention Center
 2500 North Hollywood Way, Burbank, CA 91505

D. One-way mileage from:

_____ to Nugget Casino Resort _____
 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

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