

Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

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

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

April 6, 2017

To: 2016-2017 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 between October 1, 2017 and September 30, 2018.

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 your division. Again, please indicate your mileage to the events requested as **one-way mileage only**.

You will receive a travel allowance for the 2018 International Convention and 2018 District Convention. This will come from a fund maintained exclusively for officer's travel to the International Convention and the District 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 2017 District Convention in Reno/Sparks, NV this August. You will, however, be asked to be available for your installation on Saturday, August 5, 2017. Again, you will be eligible for reimbursement for expenses incurred after October 1, 2017.

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: Joni Ackerman, Governor-elect
Pete Horton, 2017-2018 Finance Committee Chairman

Kiwanis

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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 **Kiwanis 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 for the Mid-Year Conference South. Please also indicate which local major airport you would depart from to attend the District Convention in Hawaii. 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 _____

to _____

TOTAL ONE WAY MILEAGE _____

C. One-way mileage from: (Select one)

_____ to Pomona, CA _____
Home Club Mid-Year Conference South Miles

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

D. Preferred local major airport to depart from to attend the District Convention in Kona, Hawaii:

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