

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 Email: office@cnhkiwanis.org

GUIDELINES FOR LT. GOVERNOR EXPENSE REPORTS

The following guidelines are intended to assist Lt. Governors in the completion of their expense reports and insure they will be able to successfully be reimbursed for all expenses incurred which are included in the District budget for Lt. Governors.

- 1) Your expenses are to be claimed using the proper District expense report which may be found at: <http://www.cnhkiwanis.org> under the [Expense Reports](#) tab.
- 2) Mileage for either your Official Club Visits and Official Board Visits must be claimed on one voucher after the submission of your report for these visits. The report forms may be found at www.cnhkiwanis.org under Resources/Lt. Governor Resources.
- 3) Your expenses must be claimed within 90 days of the date incurred. To be in compliance with this policy, your expense for Official Club Visits must be claimed not later than June 15 and your expense for Official Board Visits must be claimed not later than August 31st.
- 4) Your expense for Mid-Year Conference, International Convention and District Convention must be submitted within 90 day of the end of each of these events, but not later than September 30th.
- 5) Your completed voucher must be submitted to the District Treasurer with copies of your receipts.
- 6) Your final voucher for the year **will not be considered if it is not received** by the District Treasurer on or before September 30th.

We hope this information is helpful. Should you have any questions regarding your expense report, please feel free to call on either the District Office Staff or the District Treasurer.