



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: office@cnhkiwanis.org

September 12, 2017

To: 2017-2018 District Trustees

Dear Kiwanians,

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, 2017 and September 30, 2018 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 18, 2017. We would appreciate your completing this task at the earliest 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 quarterly Division Council Meetings (DCMs) when your one-way travel exceeds 100 miles, the Board of Trustees meeting at Mid-Year Conference North in Sacramento, CA and District Convention in Kona, HI.

For the quarterly Division Council Meeting (DCM) visits, 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 2017-2018. 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 2018 International Convention, from a fund designated for this purpose. The District Board will approve this allowance at their 2018 Mid-Year Board meeting.

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

Sincerely yours,

Mark W. McDonald

District Secretary

MWM:tjk

cc: Joni Ackerman, Governor-designate
Pete Horton, 2017-2018 Finance Chairman

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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 18, 2017 or fax to 909-989-7779.** You must include **ONE-WAY MILEAGE** to your quarterly DCM visits and Board meeting locations (including the Kiwanis Professional Center, Mid-Year Conference North, International Convention and District Convention).

A. Your Region #: _____ Your Name: _____

B. From: _____
(Home address)

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

TOTAL ONE WAY MILEAGE _____

-OVER-

