



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

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February 10, 2018

To: 2017-2018 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, 2018 and September 30, 2019.

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 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 2019 International Convention and 2019 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 2018 District Convention in Kona, HI this August. You will, however, be asked to be available for your installation on Saturday, August 11, 2018. Again, you will be eligible for reimbursement for expenses incurred after October 1, 2018.

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: Rocci Barsotti, Governor-elect  
Pete Horton, 2018-2019 Finance Committee Chairman



## 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](mailto: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, and the District Convention. 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 \_\_\_\_\_

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

C. One-way mileage from: (Select the conference closest to the division you serve)

\_\_\_\_\_ to San Diego, CA \_\_\_\_\_

Home Club Mid-Year Conference South Miles

San Diego Marriott Mission Valley  
8757 Rio San Diego Drive, San Diego, CA 92108

or One-way mileage from:

\_\_\_\_\_ to Santa Rosa, CA \_\_\_\_\_

Home Club Mid-Year Conference North Miles

Flamingo Conference Resort and Spa  
2777 Fourth Street, Santa Rosa, CA 95405

D. One-way mileage from:

\_\_\_\_\_ to Las Vegas, NV \_\_\_\_\_

Home Club District Convention Miles

JW Marriott Las Vegas Resort & Spa  
221 N. Rampart Way, Las Vegas, NV 89145

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