



## Monthly Expense Reimbursement Procedure

- Each month, officer emails last month's expense report to District Treasurer for record and CC to District Governor for final approval before 15<sup>th</sup>, with **Expense Report Form** (as attached in another doc) and all the invoices in soft copy. All the invoices must be marked with a serial number like 1, 2, 3, ....
- All approved expense reports will be reimbursed before the end of month.
- All invoices shall be attached. If no invoice, it must come up with a clear explanation, otherwise no reimbursement will be made.
- Any expense exceeds RMB 600 needs to be approved by District Governor in advance.
- The expense report delivered later than 15<sup>th</sup> will not be reimbursed.
- The monthly mobile fee shall not exceed RMB 80.
- Order of Approval:
  - For Area Governors, your expenses must be approved by Division Governors first.
  - For Division Governors, your expenses must be approved by respective Lt. Governors first with regard to the specific project. For example, if it's education and training related, it needs to be approved by Lt. Governor of Education and Training first. If it's marketing related, it needs to be approved by Lt. Governor of Marketing first.
  - Final approval from District Governor.
- The original copies of all the invoices need to be mailed to District Treasurer by quarter.

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***Use the money from members to members!***