

**ROTARY INTERNATIONAL DISTRICT 6910**958 McEver Road, Suite D-9  
Gainesville, GA 30504Georgia   
Phone: (770) 538-0909  
admin@rotarydistrict6910.org

**District Governor Brandy Swanson**

**Rotary Year 2023-2024**

|  |  |
| --- | --- |
| Submitted by:  Date Submitted:  Make check payable to:  Mail to: | **Expense Report Period/Dates** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice #** | **Company/Name** | **Coding** | **Amount** |
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|  |  | **Total** |  |

**Office Use Only**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Check Mailed: \_\_\_\_\_\_\_\_\_\_\_

* Mileage reimbursement rate – 65.5 cents/mile
* Coding column must be completed to expedite reimbursement processing.
* We need to know where to charge this expense to (i.e.Travel, Event, Training, etc.)
* Include legible, detailed receipts.

Mail To:

Rotary International District 6910

958 McEver Road, Suite D-9

Gainesville, GA 30504

Or email to: [admin@rotarydistrict6910.org](mailto:admin@rotarydistrict6910.org)