

Rotary Trip Report

Date of Report

Travel Dates

Committee or Position

Destination

Description of Purpose for trip

Summary of knowledge gained to share with District

Follow up actions, date due and Club/Members involved

**Recommendations for those who go on future trips
or for the District to consider**

In order to be reimbursed for expenses, volunteers whose attendance at a meeting, event, or other activity is funded by Rotary must fulfill their associated duties and obligations as described in the District 5010 Code of Policies, or the goals as set out by the District Governor or associated Committee Chair. Funded travelers who fail to fulfill their duties and responsibilities will not be reimbursed and must return the entire sum paid to them or on their behalf in connection with the travel. Persons who travel at District or RI expense may be subject to income taxes on the value of the travel if the travel is not for bona fide Rotary business purposes. All invitations to participate in travel funded by Rotary will include reference to these requirements. Rotary assumes no obligation to reimburse volunteers for expenses that do not comply with this policy.