**Rotary Club of Watsonville**

**Policy Guiding President Elect Travel to Attend**

**Annual Rotary International Convention**

The Rotary Club of Watsonville is committed to underwriting certain expenses required to send its President Elect each year to the Annual Rotary Convention for the educational and leadership benefit of the President Elect directly, and for the general benefit that is accrued to Club members through the process.

The Club’s ability to underwrite the cost of sending the President Elect to the Rotary Annual Convention is determined by the Board of Directors through the budgetary process each year.

Convention costs change from year to year depending on the Conference destination. Therefore, the Board of Directors is responsible for determining the basic costs (as defined in the Guidelines below) for the conference fees, travel, hotel accommodations, meals, etc., and for including the appropriate allocation in the annual budget.

The following **Guidelines** define the benefits/restrictions applicable to each new President Elect subject to any further limitations that may result from Club budgetary constraints (such as inadequate funds available).

**Guidelines**

* The Club will pay the following expenses for the President-Elect’s attendance at the Rotary International Conference:
	+ Conference fees
	+ Economy class air fare to and from the Convention destination
	+ Basic hotel accommodations
	+ Ground-travel expenses (i.e., Uber, taxi, bus or trains)
	+ Daily stipend for meals (TBD)
* The costs covered in this Policy are **for the President-Elect only**. If the President Elect wishes to invite his/her spouse or other guest, that cost will be borne by the President Elect.
* The President Elect is responsible (when applicable) for documenting all receipts including those that reflect any upgrades he/she chooses in:
	+ 1) airfare rates above economy class; and/or
	+ 2) hotel luxury room rates

so that the Treasurer can fairly reimburse the President Elect for only those expenses allowed under this policy.

* If, in a given year, the Club is unable to fund all or a portion of the anticipated costs for the President-Elect travel, etc., to the Rotary International Convention, the Board may choose to seek donations to help cover the shortfall. The President Elect is under no obligation to attend the Rotary International Convention if funds are not available.

*Approved by the BOD March 2024*