

EXPENSE VOUCHER

Nebraska-Iowa Kiwanis District



Name: _____ Date Sent: _____

Address/State/Zip: _____

Reason for expense (such as: official visit, organize new club, charter meeting, council meeting, training): _____

Date expense incurred: _____

Place expense incurred: _____

STATEMENT OF EXPENSES

Please attach receipts to support the items listed on this expense voucher.

Round-trip auto miles to the following (clubs, presentations, training, conventions, ...):

<u>Location (from - to)</u>	<u>Date Visited</u>	<u>Miles (2-way)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total miles: _____

Auto miles expense (Total miles x \$.35 per mile) \$ _____

Airfare to: _____ \$ _____

Hotel, number of days: _____ \$ _____

Meals, number: _____ \$ _____

_____ \$ _____

_____ \$ _____

Tips: _____ \$ _____

Phone/fax/Internet: _____ \$ _____

Copying: _____ \$ _____

Postage: _____ \$ _____

Miscellaneous (itemize): _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Signature: _____

Total: \$ _____

Digital Signature Accepted

Date Paid: _____

Check #: _____

E-Mail to

NIKiwanisDistrictExpense@gmail.com

Expense Voucher Documentation

Requests for expense reimbursement should be submitted as soon as possible after the occurrence date, and no later than three months after occurrence.

When requesting mileage reimbursement, include detail on your round trip stops.

For requests related to purchases, include a receipt with itemized transactions. For example, a receipt from a restaurant should include the menu items ordered. (If a second receipt with total only is generated upon payment, both itemized and "common" receipts should be submitted.)

The District does not reimburse for alcohol as part of meals or other events. If you have alcohol on a receipt, please subtract prior to submitting reimbursement request, and next time, consider having the server make a second ticket.

HARBOR LANE CAFE
3941 GREEN OAKS BLVD
CHICAGO, IL

SALE
11/20/2019 11:05 AM
BATCH #:01A2A
APPR #:34362
TRACE #: 9
VISA 3483
1 Tacos Del Mal Shrimp \$14.98
1 Especial Salad Chicken \$12.50
1 Fountain Beverage \$1.99

SUBTOTAL: \$29.47
TAX: \$1.92
TOTAL: \$31.39

TIP: _____

TOTAL: _____

APPROVED
THANK YOU
CUSTOMER COPY

HARBOR LANE CAFE
3941 GREEN OAKS BLVD
CHICAGO, IL

11/20/2019 11:05 AM

TRANS - CEE853E
MCC - 458F3482
PAYMENT - VISA 3483

SUBTOTAL: \$
TAX: \$0.00
TOTAL: \$0.00

PLEASE COME AGAIN
THANK YOU

Invoices and receipts should not be confused with a confirmation of order email or a screen shot of order. For documentation purposes, the actual proof of payment must be submitted in the form of an invoice, receipt or folio.

REIMBURSEMENT

Reimbursable Expenses & Expense Vouchers



Division Work

Mileage and \$30 Per Club

Examples of reimbursable expenses for division work: treats or supplies for division council meetings, certificates, meals when visiting a club meeting (although most clubs will host at no cost), officer installation “gifts”, postage—these types of expenses require a detailed receipt or invoice.

One Day District Events

Round-trip mileage and event registration is a paid and/or reimbursable expense to one-day events sponsored by the District. The District will offer to reimburse a one-night hotel stay at a designated hotel for a Lt. governor who travels more than three hours (one-way) to get to that one-day event.

District Convention

Lieutenant governors and lieutenant governor elects: convention registration is usually paid for up front by the district and a one night hotel stay the night of convention and mileage are reimbursable expenses.

International Convention

The district board will determine each year an amount that will be reimbursed to lieutenant governors and lieutenant governor-elects attending international convention. For example, the 2024-2025 budget set aside a total reimbursements of \$3,750 to Lt. governor elects. This “pool” amount was split among all Lt. governor elects attending, up to a \$750 maximum per person. For Lt. governors, the “pool” amount was \$8,000, with an up to \$1,000 maximum per person.

Background Checks

Per district policy, lieutenant governors are required to maintain a clear background check, conducted by Kiwanis International’s selected provider. The \$35 fee for the background check is reimbursable from the district. When requesting reimbursement for this, place item in the “Miscellaneous” section of voucher. Lt. governor elects need to have clear check on file by start of term on Oct. 1.

Expense Vouchers



- **Compile and submit reimbursable expenses on a monthly basis.**
- Mileage reimbursement is 35 cents per mile and will automatically calculate on the fillable PDF form, available on the website or from the district office.
- For expenses other than mileage, a receipt, invoice or folio must be submitted with reimbursement request. A PDF is the preferred document transport, but JPEGs will be accepted. Screenshots are not acceptable proof of purchase.
- An ink or digital signature is acceptable on the form. The reimbursement form is a fillable PDF to reduce need to print/scan.
- The expense voucher PDF is available on the district website under the forms menu tab.
- Submit your expense voucher by email to NIKiwanisDistrict@gmail.com.
- Reimbursement checks will be written on or about the 10th and 24th of each month.

Kiwanis
NEBRASKA-IOWA DISTRICT

NEBRASKA-IOWA KIWANIS DISTRICT
MEMBERSHIP BOOST STANDARD OPERATING PROCEDURE (SOP)
OCTOBER 2023

This SOP is a living document that is subject to updates and changes. If you find anything that can be improved in the document, please contact the current District Membership Chair or Governor.

Club Boost: “A process by which a Nebraska-Iowa Kiwanis Club works together with the Nebraska-Iowa District, the Governor and District Membership Chairman to plan an intensive recruiting event. The Boost includes planning, implementation, and follow-up. For the process to be successful, the recruited members must become active and involved Kiwanians.

Congratulations and welcome to the District Membership Boost program. Recognizing your club may need a little assistance in obtaining additional members is the first step to growing. The District offers additional assistance by providing:

1. A step-by-step Procedure on how to conduct a successful Boost.
2. Assign a Club Boost Specialist (trained senior leader) that will assist in helping the club through the entire Boost Process.
3. The District Staff will review the Boost request and approve the date of the Boost request.
4. A Club Boost Specialist who will arrive the evening before the Boost and meet with the club to discuss the next day’s schedule. District will pay mileage and hotel for the Club Boost Specialist/s.
5. District will assign a Club Coach to aid and assist the club in follow ups and onboarding of new members.

Nebraska-Iowa District Membership Boost Procedure

A club is encouraged to contact the District Membership Chairman or the Lt Governor of your Division, as it starts the Boost Process. The steps outlined below are encouraged for the most successful Boost, but please don’t rule out a Boost because your Club is not able to do one or two of the items listed:

1. Conduct a Club Survey
https://www.kiwanis.org/wp-content/uploads/2024/03/MEMBER_SURVEY.pdf
2. Identify club members willing to accompany the District Club Boost Specialist in their visits. Identify club members willing to make phone calls and schedule in-person meetings or to send out letters.
3. Make a list of prospective members and businesses. Place this list in excel spreadsheet provided by the District Membership Chair (see attached) for ease of recording. You should have between 30-100 names and points of contact listed. Historically we have found approximately 10% of prospects will join if asked. If you cannot find this many prospects, suggest you look at your City Office, EMS, School District, Churches, Chamber other service organizations. Use the internet to help you find Points of Contact for organizations.
4. Plan follow up process for prospective members who show interest.
5. Plan the first event that new members will be invited to participate in.

FINAL PREPARATIONS BEFORE BOOST

1. Confirm date of Boost with the District Membership Chair or your Club Boost Specialist. This date should ideally be at least 30 days in the future unless you have previously planned with the District Membership Chair or your Club Boost Specialist.
2. Choose: 1. To make phone calls for appointments or 2: Send a letter to prospective members.
3. Contact prospects based on the choice in #2.
4. Arrange time and location for Club Boost Specialists to meet with Club members to plan the Boost effort.

FOLLOW UP THE BOOST EVENT

1. Club Coach will meet with Club members to plan follow up calls and visits to people who show interest.
2. Meet with your assigned Club Coach to create a plan to welcome new and/or prospective members.
3. Conduct first event for new members as planned above.

Here are other helpful membership guides:

Achieving Club Excellence (ACE) Tools:

<https://www.kiwanis.org/members/club-toolbox/achieving-club-excellence/>

Measuring Membership Satisfaction (Club Inventory):

<https://drive.google.com/file/d/19He-EM3L6JLvZF4QImJ50PphApitSeNO/view?usp=sharing>

Kiwanis Club Opener Training:

https://drive.google.com/file/d/1hNsR3TWuV0TgvAQgj3IDMM0_SU8_hiKX/view?usp=sharing

Kiwanis Leadership Guide:

<https://www.kiwanis.org/wp-content/uploads/2023/07/2024-Leadership-Guide-English-FINAL.pdf>

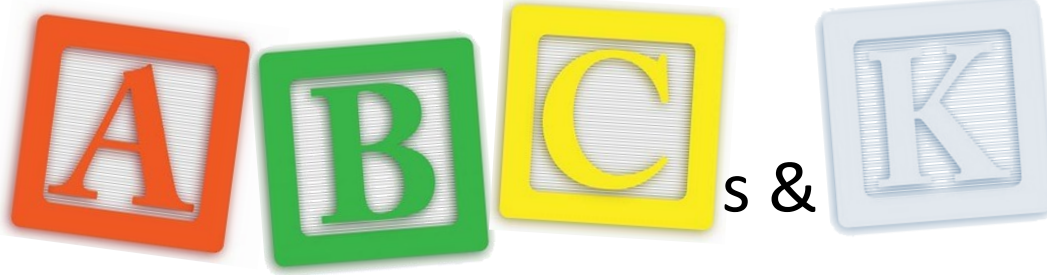
Spreadsheet for recording prospective members/businesses (thanks to Fremont Kiwanis for example):

https://docs.google.com/spreadsheets/d/1t_-dXOYgPlfZu6dRkkQJrchxmet3zEJf/edit?usp=sharing&oid=111257719071694351472&rtpof=true&sd=true

Kiwanis Membership application:

<https://www.kiwanis.org/wp-content/uploads/2023/07/new-member-application.pdf>

Additional help will be added as made available.....



ACE – Achieving Club Excellence (a resource toolbox for club success, available online)

Boost – Focused membership drive or campaign

BUG – Bring Up Grades (a student recognition program)

Champions – Division or regional leaders helping to raise awareness of the Children’s Fund Possibility Project

CKI – Circle K International

CLE – Club Leadership Education (annual training for club officers)

CLC – Club Leadership Chat (our District’s continuing education series)

DCon – District Convention

Divisions – 16 divisions in Nebraska-Iowa District, each lead by a lieutenant governor

ICon – International Convention

Interclub – a club meeting or event which is held or attended by other Kiwanis clubs

House of Delegates – the body of voting delegates assembled at a Kiwanis convention

KI – Kiwanis International

K Family – Kiwanis family (all Kiwanis and Service Leadership clubs under the umbrella of Kiwanis International)

K Number – Kiwanis clubs and members identification or “key” numbers (ID starts with a K)

KCF – Kiwanis Children’s Fund (formerly Kiwanis International Foundation)

KILC – Kiwanis International Leadership Committee for International Convention

Kiwanis Engage – Kiwanis online member resources and reporting portal

MNT – Maternal Neonatal Tetanus (Kiwanis’ recent worldwide service campaign)

Possibility Project – Kiwanis Children’s Fund campaign to raise funds for service projects

Regions – 6 regions in Nebraska-Iowa District, each represented by an elected trustee

Signature Project – recurring club project that enhance the Kiwanis brand; demonstrates significant impact on the community in terms of monies raised or children served; and strengthens membership and partnership opportunities.

SLP – Service Leadership Program (K-Kids, Builders Club, Key Club, Circle K International and Action Club)

Terrific Kids - Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive and Capable (a student recognition program)

YPG – Youth Protection Guidelines