

Travel Supplement for 10-11 Matching Grants

(for applications completed on old versions of the application)

The Trustees of The Rotary Foundation (TRF) approved adding international travel as an eligible expense for Rotarian volunteers to directly implement a Matching Grant (MG) project. Travel and related expenses will be accepted as part of Matching Grant applications submitted on or after 1 July 2010. Please see the grid below for a list of eligible and ineligible expenses:

ELIGIBLE	INELIGIBLE
International travel for qualified or skilled Rotarians to aid in the implementation of a project.	<ul style="list-style-type: none"> ▪ International travel for Rotarians that do not have a professional qualification or skills needed to implement the project. ▪ Travel used for Rotarians to plan or choose a future project, initiate a new project, promote the project, evaluate the project or attend ceremonies and Rotary events.
International Rotarian travel needed for projects that could not be implemented locally without the Rotarian Traveler.	International travel for projects where local professionals are able to complete the project.
International travel for active Rotarians	Travel for non-Rotarians including spouses, Rotaractors, Interactors, honorary Rotarians, etc.
Travel estimates received from travel agencies, airline websites, etc.	Travel arrangements from the Rotary International Travel Service (RITS) & for travel booked prior to the grant's approval.
Travel costs include coach class airfare, travel insurance, immunizations, visas, lodging, food and other ancillary travel expenses.	Travel costs related to business or first class airfare, luxury accommodations or personal travel/vacations.
Detailed, itemized expenses	Contingencies, miscellaneous expenses

To complete your application the following four items are needed:

- Signature of the President of the Host club (or the host DGSC if it is sponsored by the district) and the appropriate box checked, indicating that the host club/district has extended an invitation for travel and confirms that the needs cannot be met locally (See below).

Host Partner	
<input type="checkbox"/> Club president (club-sponsored)* <input type="checkbox"/> District grants subcommittee chair (district-sponsored)*	
Name	
Title	
Rotary Club	
District #	
Signature	
Date	

Check the below box to indicate that the host club/district has extended a travel invitation, fully supports and approves Rotarian travelers, and verifies that international travel to the club/district is needed to implement the project.

2. Indicate below that the partners have made the proper travel arrangements.

- Yes, the travel budget includes all travel fees and related expenses needed from grant funds for this project (such as travel insurance, plane fares, immunizations, visas, lodging and food).
- Yes, travel insurance has been included and/or will be provided for travel to this project.
- Yes, both partners understand that travel costs may fluctuate and any amount needed to cover additional costs for travel will be the responsibility of the clubs and districts outside of the grant funds.
- Yes, travel has not yet been purchased and will not be purchased until final approval of the grant is received from TRF.

3. Complete information regarding each Rotarian traveler, their professional qualification as it relates to this particular project and their planned participation/role in the project's implementation

Name of Rotarian Traveler:	ID#:
Rotary Club of	District :
E-mail address:	Phone Number:

Describe the skills and experience this Rotarian possesses that directly address the community's needs as specified in the project description. This can include professional or specialized skills, language abilities, certifications, etc.*

*Please include this information for each Rotarian traveler.

4. Completion of the grant budget listing all expected travel costs and corresponding financing listing this information (See original application budget and financing pages)

Your Matching Grant application will be forwarded for approval once the above information is received and all other application requirements are met.