

Submitting your expenses to the District Governor for reimbursement

We want to make the process of submitting your individual expenses to the district as simple and painless as possible.

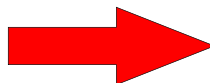
1. Visit the District webpage and click on the link "**Expense Reimbursement Form**". This will open the form in your browser, However for you to complete the form, you **MUST** open the form with Adobe PDF Reader (FREE) or Adobe Acrobat Pro. Download the document and open in PDF Reader. If you do not have PDF Reader there is a link to download it for FREE.
2. Start with your contact information at the top.
3. Click in the date field. You will see a small triangle that will allow you to open a calendar. Choose the date of the expense.
4. Enter a short description of the expense.
5. Enter your cost of the expense.
6. Check the box that you have attached a receipt. NOTE: a receipt is required for all expenses. This can be an email confirmation from the expense, a register receipt, or even the line item from your credit card or debit card bank statement. We do not need your entire bank statement. If you do not have the capability of scanning your receipts, simply use your phone and take a picture.
7. The form will automatically sum the total of your expenses. If you need more than 10 itemized lines, you will need to create a second form.
8. Lastly, you will need to digitally sign your request. You will need to follow the steps below the **FIRST** time you do this, but subsequent reimbursements are quick and easy using your digital signature ID. Follow the steps below to create your self-signed digital signature ID.

After you have applied your personal self-signed digital signature ID it will appear like this.

TOTAL AMOUNT DUE

\$ 0.00

Mail to: DG Bob Mayber
2611 Cedarberry Rd.
North Platte, NE 69101
eMail completed form to: DG.2021@5630mail.org



Scott
McLaughlin

Digitally signed by Scott
McLaughlin
Date: 2021.09.13
13:11:54 -05'00'

requested by, please sign

Lets get started.

Step 1

Click in the space above the line labeled “requested by, please sign”, just to the right of DG Bob Mayber’s name and address

TOTAL AMOUNT DUE

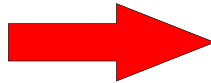
\$ 0.00

Mail to: DG Bob Mayber

2611 Cedarberry Rd.

North Platte, NE 69101

eMail completed form to: DG.2021@5630mail.org



requested by, please sign

Step 2

A popup box will appear.

Complete the contact information for yourself, similar to what you see in the example on the right.

Click **“CONTINUE”**.

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Scott McLaughlin"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Rotary District 5630"/>
Email Address	<input type="text" value="dg.2019@5630mail.org"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input checked="" type="checkbox"/> 2048-bit RSA
Use Digital ID for	<input type="text" value="Digital Signatures"/>

Back
Continue

Step 3

From the three options for you to choose from, select the third choice, **Create a new Digital ID**


Click **“CONTINUE”**.


Configure a Digital ID for signing ✕


A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

☐  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

☐  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

☒  **Create a new Digital ID**
Create your self-signed Digital ID

Cancel
Continue

Step 4

From the two options for you to choose from, select the first choice, **Save to File**

Click **"CONTINUE"**.

Step 5

In the first field you are specifying the location where to save your digital ID on your computer. **Just accept the default.**

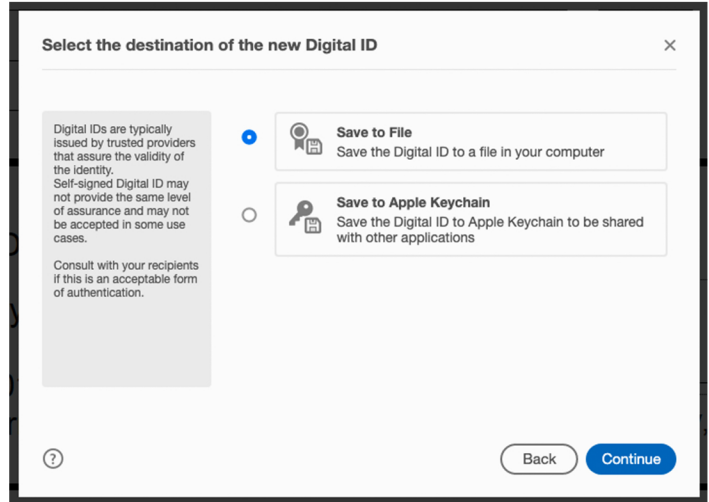
Next, Create a Password. The password should be strong, 10 digits: upper, lower, number, and special character. make note of it as you will need this later.

Enter your password to confirm.

Click **"SAVE"**. You're done!

Now each time you have expenses to submit, you can sign your expense reimbursement request by clicking in the space above the "requested by, please sign".

This will again trigger the popup, where you can select your ID.



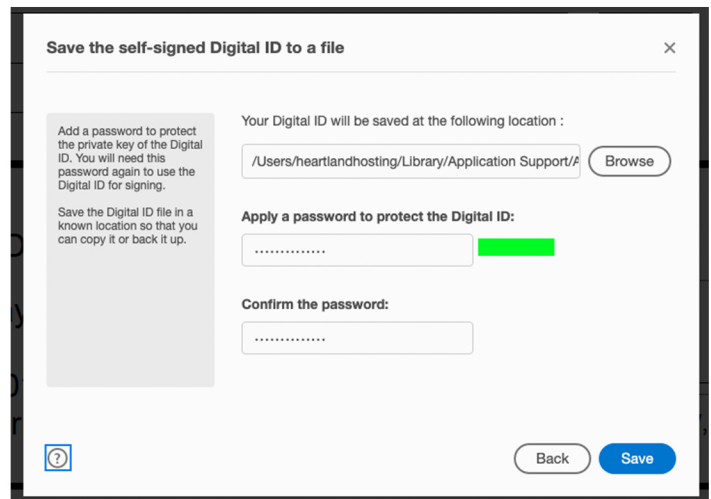
Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

☒ **Save to File**
Save the Digital ID to a file in your computer

☐ **Save to Apple Keychain**
Save the Digital ID to Apple Keychain to be shared with other applications

Back Continue



Save the self-signed Digital ID to a file

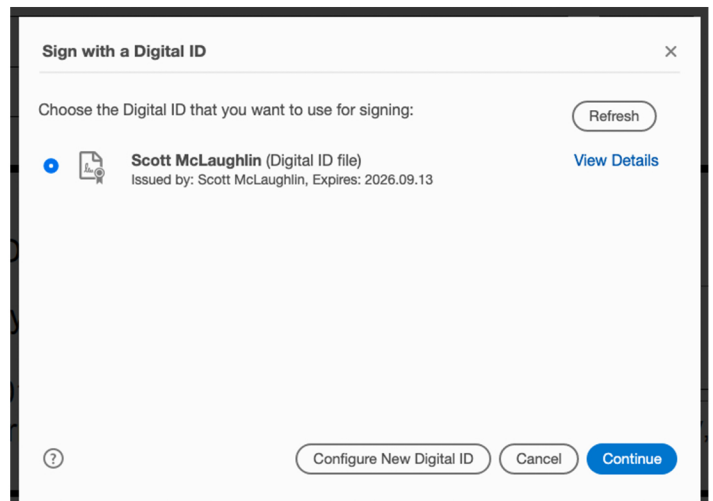
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :
/Users/heartlandhosting/Library/Application Support/# Browse

Apply a password to protect the Digital ID:
.....


Confirm the password:
.....

Back Save



Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

☒  **Scott McLaughlin (Digital ID file)**
Issued by: Scott McLaughlin, Expires: 2026.09.13 View Details

Configure New Digital ID Cancel Continue

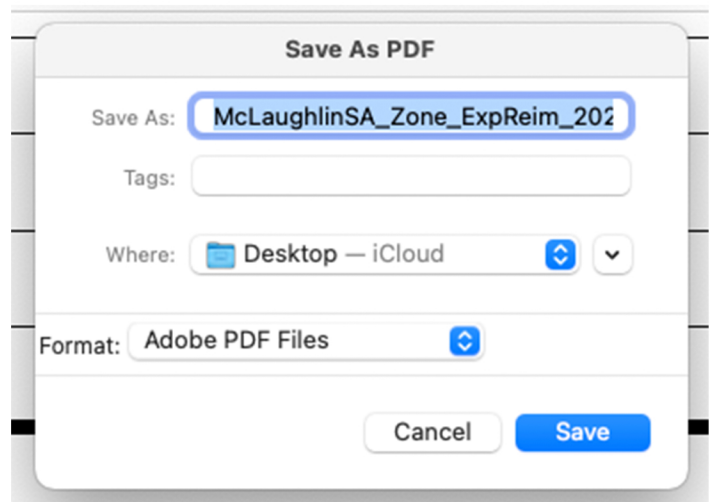
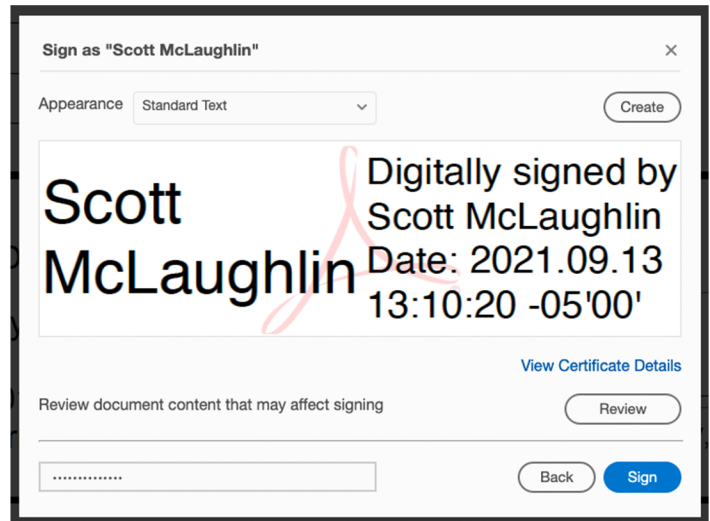
Signing your Request with Digital ID

After you select your ID, the selection will complete your digital signature.

Enter the password you created for yourself in Step 5.

Click **"SIGN"** and now you just have to save your document and email it to DG Bob.

It is a good practice to save your request with a filename including your **name**, the **event**, and the **date**. For example: McLaughlinS_-zone_20210913.pdf. Use an underscore or hyphen character to connect the names. This will make it much easier for Brooke and the District Governor to reference your request if they need to find it for some reason.



Final Thoughts

This is designed to be an easy process for you to submit your expenses. Remember to attach (or send separately) your receipts. The District Treasurer needs to provide this to RI in the year end audit. If you should have any troubles, please don't hesitate to contact PDG Scott McLaughlin at DG.2019@5630mail.org or call/text him at 308-440-9240.