



Lions Services for Children Symposium Program

Rules of Audit

The *Lions Services for Children Symposium Program*, as approved by the board, may provide financial assistance to a Lions multiple district or district to help finance a Lions Services for Children Symposium that will promote activities supportive of Lions' **health and education services for children in need**.

Funding Reimbursement

Lions Clubs International will award a maximum of US\$16,000 for expense assistance each fiscal year of the *Lions Services for Children Symposium Program*. Of this US\$16,000, a maximum of one US\$2,000 approved expense reimbursement per constitutional area and the continental area of Africa is permitted.

Eligibility

- An application for financial assistance must be submitted by a district or multiple district.
- A district application must be signed by the district governor, and a multiple district application must be signed by the council chairperson.
- Applications from individual clubs will not be accepted.
- A district or multiple district may be eligible for expense assistance for one symposium every three years.
- Preference will be given to districts or multiple districts that have not received previous expense assistance through the *Lions Services for Children Symposium Program*.
- To be eligible for symposium expense reimbursement, a symposium application must receive approval from Lions Clubs International before the symposium is held. Rules of Audit for the program must be followed.
- A district or multiple district must be in good standing with Lions Clubs International.

Application Procedure

Applications will be accepted beginning July 1 of the fiscal year in which the symposium will be held. Applications may be mailed, emailed or faxed to the Health & Children's Services Department at Lions Clubs International Headquarters. **Please note:** *applications may be*

submitted by email or fax only if they have been scanned and include the required signatures.

Funds will be available on a first-come, first-served basis. Applications will be reviewed, and districts and multiple districts will receive a response from the Health & Children's Services Department at Lions Clubs International within 30 days after receipt of the application.

In the event that expense assistance funding is still available as of March 1 in the current fiscal year of the program:

- requests for applications will be extended to all districts and multiple districts that have not already received LCI symposium approval for the current fiscal year;
- applications from districts or multiple districts that have previously received funding for children's symposiums may be considered;
- a constitutional area or the continental area of Africa may be approved to receive expense assistance for more than one symposium held within the same fiscal year.

Reporting and Reimbursement Procedures

1. All claims for reimbursement must include:
 - Final Report Form
 - Lions Services for Children Symposium Expense Claim Form
 - Itemized receipts for allowable expenses (scanned or original receipts)
2. In cases of approved applications for symposium expense assistance, and where reimbursement is sought, all expenses should be submitted to the Health & Children's Services Department on the **Lions Services for Children Symposium Program Expense Claim Form**. International Headquarters will reimburse only expense claims bearing the proper signature of the appropriate individuals. The district governor must sign the Expense Claim Form submitted by the district. The council chairperson must sign the Expense Claim Form submitted by the multiple district. Expense claims that have been audited and approved by LCI will only be reimbursed up to US\$2,000.
3. **Allowed expenses** include facility rental, audio/visual equipment, food and beverages at the symposium, postage, advertising and publicity, speaker expenses, office supplies, and printing of invitations, posters, and flyers. (Itemized receipts must be provided with the Expense Claim Form.)

The following speaker expenses are allowed as follows:

Speaker fees: Cost for services rendered. Note copy of invoice and copy of payment is required. Fees will not be reimbursed unless both forms of documentation are provided.

Speaker honorarium/gift: May be given if speaker is not being paid for their services. Not to exceed US\$100. (Must provide proof of payment.)

Speaker transportation: Lions Clubs International will cover ground transportation expenses to the symposium.

Ground transportation includes car mileage (US\$0.41 per mile or US\$0.25 per kilometer) or actual cost of train, bus, etc. Also covered is related local taxi travel.

Air travel: Air Travel expense will only be considered for the key-note speaker for symposiums with over 250 attendees and participants from several districts. Lions Clubs International must pre-approve airfare requests and must be listed as a separate line item in the application and budget. Airfare is not to exceed one round trip economy airfare (per speaker) by most direct route, with no layovers. *Note: The original used air ticket (not a copy) and a receipt of purchase (canceled check, credit card receipt, etc.) are required. Airfare will not be reimbursed unless both forms of documentation are provided.*

Speakers Lodging: Reimbursement will be made for standard hotel room at single rate.

Speaker meals: Cost of meals (if any) upon arrival at the symposium and prior to departing the symposium.

Speaker tips: Tips that are no more than US\$1 per piece of luggage or 10% of a taxi fare.

4. **Disallowed expenses** include personal expenses, alcoholic beverages, medical insurance, speaker incidental expenses such as cocktails, telephone, laundry, movies, travel insurance, etc., expenses not properly documented, and expenses that exceed the budgeted allowance.

LCI Medical Insurance Coverage Statement:

Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of the USA Medicare insurance, which is effective in the USA only, and is probably true in many government sponsored and individual medical plans.

This is a personal matter, which varies from individual to individual, so please be sure to carefully examine your own situation and that of family members and friends.

5. **Excess expenditures** over the budgeted allowance will be borne by the individual and not by Lions Clubs International.
6. List all eligible expenses on the Lions Services for Children Symposium Program Expense Claim Form and attach original itemized receipts. Vouchers will not be accepted as receipts. (Clear, scanned, unaltered receipts and signed expense claim form are allowed and may be submitted via fax or email.)
7. Upon completion of the symposium, send the **Expense Claim Form, supporting documentation** and **Final Report Form** to the Health & Children's Services Department at Lions Clubs International Headquarters within **60 days and prior to June 30** of the fiscal year in which the symposium is held. If the required documentation (Expense Claim Form, receipts and Final Report Form) is not received within 60 days of the symposium, and prior to June 30 of the fiscal year in which the symposium is held, reimbursement will not be considered.

For India's tax purposes, all claims for India shall be routed through the India Office in Mumbai and must include original (no copies or scanned documents) itemized receipts, signed Expense Claim Form and Final Report Form. The India Office will forward a copy to Health & Children's Services Department for further processing. Upon completion of the symposium, within 60 days and prior to June 30 of the fiscal year in which the symposium is held, submit the Expense Claim Form, documentation and Final Report Form by routing them through the India Office in Mumbai. If the required documentation (Expense Claim Form, itemized receipts and Final Report Form) is not received within 60 days of the symposium, and prior to June 30 of the fiscal year in which the symposium is held, reimbursement will not be considered.

8. List the monetary amount for each item in each national currency used. Reimbursement will be made in local currency if supported by the association, or US dollars based on weekly market rate at time of expense.
9. Once the required documentation is received and processed, reimbursement will be sent to the council chairperson for a multiple district event or district governor for a district event. India reimbursements will be sent directly to the India office in Mumbai for processing. Reimbursements for countries whose transactions are done electronically will be sent electronically.

Any questions concerning reimbursement should be addressed to:

Health & Children's Services Department
Lions Clubs International
300 West 22nd Street
Oak Brook IL 60523 USA

Tel: (630) 468-6768 Fax: (630) 571-1692
E-mail: children@lionsclubs.org