



# DISTRICT GOVERNOR TRAVEL & OFFICE EXPENSE CLAIM

**PURPOSE OF VISIT**  
(Please check "CODE" Column)

- A= Annual
- C= Charter Night
- O= New Club Organization
- S= Special (Explain)

Name \_\_\_\_\_  
 First \_\_\_\_\_ Last \_\_\_\_\_ (As it will appear on check)  
 Title \_\_\_\_\_ District # \_\_\_\_\_ Month \_\_\_\_\_

Day Of Month	Club Name or Meeting <u>Visitation Reports Must Be Attached For All Visits/Meetings</u>	C O D E	Receipts Required		Airfare (Cancelled/E-Ticket & Proof of Payment Required)	Bus, Ferry, Parking, Tolls, Train - Receipts Required	AUTOMOBILE			Total
			MEALS Up to US\$25 equivalent	HOTEL Up to US\$75 equivalent			Miles @ US\$.41	KMS @ US\$.25	Total Amount of Miles/KMS	
1									-	-
2									-	-
3									-	-
4									-	-
5									-	-
6									-	-
7									-	-
8									-	-
9									-	-
10									-	-
11									-	-
12									-	-
13									-	-
14									-	-
15									-	-
16									-	-
17									-	-
18									-	-
19									-	-
20									-	-
21									-	-
22									-	-
23									-	-
24									-	-
25									-	-
26									-	-
27									-	-
28									-	-
29									-	-
30									-	-
31									-	-
<b>Totals</b>			0.00	0.00	0.00	0.00	0	0	0.00	-

**OFFICE EXPENSES: US\$20.00 plus** \_\_\_\_\_ Lions clubs as of June 30th Cumulative Report at US \$1.00 \_\_\_\_\_

**GRAND TOTAL TRAVEL & OFFICE EXPENSES**                     -

I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the association's Rules of Audit. I understand that by virtue of signing, this expense claim becomes a part of the association's official records and may be subject to review by parties normally allowed to make such inspections.

District Governor Signature \_\_\_\_\_

Representative Signature \_\_\_\_\_

Governor must also sign representatives claim