

Tips on Expense Reimbursement

The Rules of Audit approved by the International Board of Directors govern your reimbursement of expenses. Here are additional comments that will be helpful to you.

You can also find useful information on the LCI Web Site at the following link:
<http://lionsclubs.org/EN/member-center/resources/finance/index.php>

Transportation

If an automobile is used for travel, the total claim cannot exceed the cost of economy airfare. Tunnel, toll road, parking, ferry, bus and train charges may be claimed in addition to your mileage allowance. Receipts are required. Airline passenger coupon/ticket, e-ticket itinerary along with the credit card slip, travel agency receipt showing payment, or copy of the cancelled check must be submitted with the expense claim.

Club Visits

- Trips to install club officers will not be reimbursed unless it is considered your official annual visit for the year.
- A District Governor's Club Meeting/Visitation Report (M-26) must be submitted with your travel claim for all visits being charged to the association. This includes all special district and multiple district meetings.
- A maximum of two visits to clubs in the process of being organized is allowed one to be considered either an organizational meeting or charter presentation and the second to be considered an annual visit. Either an official annual visit or charter presentation may be claimed provided that neither trip exceeds 600 miles (966 kilometers) round trip.
- Regional, committee, advisory or district changeover/handover meetings are not reimbursed by Lions Clubs International.

Meals

It is customary most clubs will reimburse the governor's meal expenses during their visit. If they do not, the actual cost not to exceed US\$ 25 per meal can be claimed provided an original itemized receipt is provided. A facsimile or electronic copy will be considered as original.

Hotel

A paid original itemized receipted bill is required for the actual cost of the governor's room at a hotel or motel. The actual cost up to US\$75 will be reimbursed. A facsimile or electronic copy will be considered as original. If a recreational vehicle is used, the cost of hook-ups will be reimbursed if proper receipts are provided. Credit card or travel agency vouchers will not be accepted. The receipt must be in the name of the district governor.

District Governor's Representatives

Payment can be made to any district officer or district governor team member other than the governor when they are authorized by the governor to make any club visit or special meeting instead of the governor. Payment to these representatives will be based on Rules of Audit. All claims are to be signed by the governor.

Multiple District Council Meetings

Reimbursement is made for only three multiple district council meetings held outside your own sub-district, which might include GMT, GLT or CEP meetings. If additional meetings are held, the cost of attending them is to be paid from district or multiple district funds.

Your cooperation is requested in choosing locations that will be as centrally located as possible for the majority of governors attending. The rules require this for multiple districts that cover a large geographical area. If a meeting is held outside of the multiple district, transportation cost will be paid up to the border of the multiple district. If at any time a combination meeting is held, i.e. multiple district meeting/state convention, and it is outside of your district, the maximum allowable is three days meals and three nights hotel per Rules 3-b, 4, 5 and 6 of the Rules of Audit.

Cabinet/District Convention Meetings

Reimbursement will be made for attendance at four cabinet meetings, not to exceed two days and two nights each, provided that one of the meetings is held in conjunction with a sub-district conference or convention and the meetings are held within the boundary of the district.

Allowable and Disallowable Expenses

The following are some of the allowable and disallowable expenses for reimbursement:

ALLOWABLE

- Cabinet meeting/District Convention (4 allowed held within sub-district)
- Lions club Annual club visit
- Organizational visit
- Current International President or Vice-President visit to sub-district
- Multiple district council/convention or state convention meetings (3 allowed held outside of sub-district)
- Club Officers Orientation – held inside sub-district
- 25th, 50th & 75th charter anniversaries
- Charter presentations
- Reorganization/reactivation meetings (with prior approval)

- Status quo meetings with prior approval
- Second visits with prior approval

Leo Club Annual visits

- Zone level club visit (more than one club at same venue)
- Club Branch – Two organizational only
 - Clubs that were canceled during the previous 12 months with prior approval
 - District GMT or GLT meetings
 - CEP planning meetings or workshops

DISALLOWED

- Leadership development meeting
- Region, zone or advisory meeting
- District rally or twinning meeting
- Meeting preparations
- Board Meetings
- Drug awareness
- Presentation of Melvin Jones Fellow
- Installation of officers
- SightFirst meetings
- World Lions Service Day
- Candy Day
- Area Forums
- Banner passing
- LCIF meeting
- Funerals
- Redistricting meetings
- Quest seminars

- Disaster relief
- Kick-off Conference
- Youth Exchange
- Award presentations
 - Registration fees
- Gasoline
- Holiday parties
- Dues collection
- Service fees
- MERL
- Leo club conferences & organizational meetings
- Taxi
- LEHP
- Leader Dog
- UN Day

Reimbursable Special Meetings

Three multiple district council meetings held within the multiple district and outside of your own sub-district, including multiple district conferences, mid-year conferences, GMT/GLT Meetings, CEP meetings and the multiple district convention

Four cabinet meetings held within the sub-district, provided one is held in conjunction with sub-district conference or convention

One sub-district club officer's orientation provided it is held 60 days prior to or 60 days after the international convention

Visits to seriously weak clubs, clubs that have been canceled during the past 12 months provided advance written permission is received from the District & Club Administration Division

Reimbursement Considerations

No allowance for visits outside of your single or sub-district. Invitations accepted from other districts or other states must be on the basis of your own personal expenses or from some other source

No allowance for expenses of district governor's spouse or companion. Lions Clubs International pays only the expenses of the district governor

Distinguish between district expenses and international expenses

Expenses in connection with sub-district or multiple district operations on vision projects, camps, youth exchange, student contests, tournaments, promoting attendance at conventions and similar activities are to be paid from district or multiple district funds

International Officers Visiting Your District

When a current international president or vice presidents visit your single or subdistrict, your expenses will be paid in attending the meeting for which they are invited. There is no provision for paying a governor's expenses while traveling with international officers or for the planning of these visits.

If a current international president or vice presidents visit your multiple district, your expenses will not be paid in attending the meeting for which they are invited, unless your trip is in conjunction with an allowable multiple district council meeting.