

Rules of Audit

Governing Reimbursement of Expenses for District Governors

1. Budget

The district governor will be provided a budget annually for district administration. Annual budgets will be based on the average of the highest three (3) years of the last five (5) years. The five years include the final approved budget for the immediate past district governor as of March 31st, and actual expenses reimbursed for the four preceding district governor's.

Requested increases in allowable expenses for the current year will only be considered based on geographical location of the district governor within the district, substantial club growth or redistricting. All budget requests must be received by March 31st.

2. Submission of Claims

a. Claim Forms

Expense claims must be submitted on official forms, properly itemized, columns totaled and accompanied by itemized receipts, cancelled tickets where required.

b. Governor's Representative Claim

Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with Rule No. 3.a. below. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.

c. Deadline

Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 120 days or later after the deadline, they will not be considered or allowed.

3. Reimbursable Functions and Events

a. Club Visits

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in the district. Visits cannot exceed one day's duration. To maximize the budget allocated for club visits district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events and visit more than one club in any one day when possible. The district governor may also delegate club visits to his/her vice governors, region chairpersons or district cabinet members who may be located closer to the club. While the district budget is limited, utilizing the budget effectively will afford the district governor the ability to be reimbursed for attending district level meetings outlined in paragraphs b., c. and d. of this section.

Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lions clubs which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the Finance Division.

In addition to the official annual visit, expenses will also be reimbursed in the following circumstances:

- a. Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.

- b. Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.
- c. Visits to seriously weak clubs, clubs that were canceled during the previous 12 months provided advance written permission are received from the District and Club Administration Division.

b. **Club Officer Orientation**

Reimbursement will be made for one day's attendance at one sub-district club officer's orientation, held within the district, provided that the orientation is held within 60 days prior to or after the international convention. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

c. **Cabinet and/or District Convention Meetings**

Reimbursement will be made for attendance at four cabinet and/or district convention meetings, held within the district, not to exceed two days and two nights each. The district governor is only reimbursed for travel expenses to the border of the district if the meetings are held outside the single or sub-district.

d. **Membership and Leadership Development Meetings**

Reimbursement will be made for attendance at GMT or GLT meetings, and Club Excellence Process workshops held within the district, subject to availability of funds in the annual budget authorized by the association for the district governor's budget. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

e. **Multiple District Meetings**

District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions, held within the multiple district, (i.e. council meeting, conferences, conventions, GMT, GLT, CEP meetings) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. The district governor is only reimbursed for travel expenses to the border of the multiple district if the meetings are held outside the multiple district.

f. **Leo Club Visits**

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day or Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- 1) Certificate of Organization presentations to new Leo clubs.
- 2) Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
- 3) Installation of Leo club officers.

4. **Travel Policies**

No payment can be made for trips outside the governor's own district, except those made to multiple district meetings as specified in rule No. 3.e above. All travel must be made by the most economical means.

a. **Automobile**

The allowance for automobile is US\$.41 per mile or US\$.25 per kilometer, all inclusive. If car rentals are used, reimbursement would only be the US\$.41 per mile or US\$.25 per kilometer, all inclusive.

b. **Railroad**

If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that cancelled tickets are attached to the claim.

c. **Transportation by Air**

1. Tickets must be economy round-trip airline ticket by the shortest and most direct route. Airfares will be based on actual costs, including service charges, booking fees and credit card fees. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:

a. Cancelled airline tickets or detailed E-ticket/itinerary.

b. Proof of payment – cancelled check, paid travel agency receipt or credit card bill statement (with any information other than relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.

A boarding pass or travel agent itinerary is not valid for reimbursement.

2. Use of personal aircraft or charter flight requires the advance approval of the association. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of US\$.41 per mileage (US\$.25 per kilometer).

d. **Other**

Taxi fare, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

e. **Lodging**

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill, in the district governor's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

f. **Meals**

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

5. **Office Expenses**

A monthly office allowance of US\$20.00 plus US\$1.00 per Lions club may be claimed. The district governor must submit the District Governor Travel & Office Expense Claim to request reimbursement.

The number of Lions clubs in the district will be fixed for the entire term based on the June 30th Cumulative Report