



LIONS CLUBS INTERNATIONAL DGE ADULT COMPANION TRAVEL EXPENSE CLAIM SINGAPORE

DISTRICT: _____

PLEASE PRINT

DGE NAME: _____
First Last

ADULT COMPANION
NAME: _____
First Last

For your up to US\$500.00 allowance, the below documentation is required along with this form for reimbursement.

- 1) COPY OF TICKETED TRAVEL ITINERARY INCLUDING ALL ROUTING, AIRLINES, FLIGHT NUMBERS, CLASS OF SERVICE, ARRIVAL/DEPARTURE DATES AND TIMES.
- 2) PROOF OF PURCHASE (COPY OF PAID RECEIPT OR CREDIT CARD TRANSACTION).

Submit immediately after tickets are booked and proof of purchase is received.

Banking information may be required. Please send to Laura Delgado, LCI Accounting Department:

Email: DistrictGovernorClaims@lionsclubs.org

Fax: +1 630-706-9199

Phone: +1 630-468-6846

All payments will be made to the DGE unless requested to be paid to a travel agency or district. Please indicate NAME and ADDRESS of who is to be reimbursed (**PLEASE PRINT**):

NAME: _____

ADDRESS: _____

COUNTRY: _____

TELEPHONE: _____

EMAIL: _____

DATE: _____

MUST BE RECEIVED BY FRIDAY, JULY 17, 2020 – NO PAYMENT AFTER 60 DAYS PAST DUE