

CHAPTER XXII
SPEAKING ENGAGEMENTS, TRAVEL RULES AND REIMBURSEMENT

This policy applies to current members of the international board, past international presidents, past international directors and eligible past district governors, who incur travel expenses paid by Lions Clubs International.

A. AUTHORIZED MEETINGS

The association provides expense reimbursement for executive officers, international directors, past international presidents and past international directors representing the association at authorized meetings.

1. Authorized Speaking Assignments Within Constitutional Areas but outside their respective single or multiple districts

- Each district (single, sub- and multiple) shall be allowed one official speaker for its convention or similar district-wide function. A single or a multiple district, inclusive of all its sub-districts, may extend an invitation to one executive officer per year. Special circumstances, which require visitation by more than one executive officer, may be authorized with the approval from the international president.
- The official speaker shall reside within the respective constitutional area. Assignments outside the constitutional area may be allowed subject to approval of the international president and within the respective speaker's mileage budget.
- Speakers elected from and residing in the USA or its affiliates, Bermuda, Bahamas or Canada, shall be permitted to travel in both constitutional areas.
- Transportation cost for official speaking engagements will be charged to the speaker's mileage budget.

a. Invitation Procedure

(1) A district (single, sub- or multiple) may extend an invitation directly to a prospective speaker for an authorized meeting. The international president may authorize exceptions to the invitation protocol. Eligible speakers, elected from and residing in the constitutional area from which the invitation is made shall be approved according to the following order of precedence:

- (a) International President: The international president may travel to any Lions function in the world, provided that the expense falls within his budget. Such functions should be representative of the entire district (single or multiple).

- (b) Other Executive Officers: The immediate past international president and the international vice presidents may travel to authorized meetings and other Lions functions within the limits of their respective constitutional areas. Travel to a Lions function outside of their respective constitutional areas should be within their respective budget and is subject to advance review and approval of the international president.
 - (c) Any international director or, if none available, then,
 - (d) Any past international president or past international director or, if none available, then,
 - (e) A past district governor residing in the single or multiple districts in which the meeting is to be held.
- (2) Upon request, the Travel Department shall provide a list of eligible speakers who are available, subject to the above order of precedence.
 - (3) A speaker request form must be completed and given to the Travel Department at least sixty (60) days prior to the meeting. This sixty (60) day requirement shall be waived for substitute speakers and for the second vice president and first year directors for functions occurring in July, August and September.
 - (4) Once the speaker selection is made, the Travel Department shall confirm the speaker's acceptance of the invitation.
 - (5) Districts are encouraged to hold conventions Friday through Sunday to reduce travel expenses.
 - (6) The Travel Department shall send an acknowledgement of all invitations received to the individual initiating the invitation and the speaker.

b. Speaker Responsibilities

(1) General Responsibilities and Purpose

To ensure meeting attendees receive significant benefit from having an official speaker, the primary purpose of an official speaker shall be to encourage membership growth and to promote and raise awareness to relevant and especially more recent association programs, policies, and achievements including LCIF and its programs and mission accomplishments. The speaker is encouraged to relate such topics in a way that can benefit, improve or inspire local clubs and districts hosting the meeting. Travel reimbursement and/or future speaking assignments may

not be approved if a speaker presents on programs not affiliated with the association.

(2) Discussion Meeting

The host council as part of the official visit shall arrange a discussion meeting between the speaker and district leaders. The purpose of this meeting shall be:

- (a) To provide the speaker with an opportunity to inform the district leaders of recent developments at Lions Clubs International.
- (b) To enable the district leaders to convey information about Lionism within the district, discuss ideas, solve problems, etc.
- (c) To provide for a close personal exchange on any matters relating to Lionism.

(3) Visitation Form

All official speakers for whom Lions Clubs International provides reimbursement of travel expenses are required to submit a visitation form. The visitation form shall include specific comments on strengths and weaknesses as well as areas of special concern within the respective single, sub- or multiple districts.

A completed visitation form must be included with your expense claim for reimbursement. No reimbursement will be made without such report.

c. District Obligations

The host district shall be responsible for payment of hotel, meals and local transportation expenses for the official speaker. Districts failing to meet these obligations shall be ineligible for future speakers until such debts are paid.

In the event that the speaker is eligible for a day of rest, hotel and meals will be reimbursed as provided under Rules of Audit.

d. Mileage Budget

(1) International directors shall receive a 40,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. The international president may approve an additional 10,000 miles in special circumstances. For large geographical areas, the international president may authorize an additional 20,000 miles.

International directors shall be eligible upon invitation to attend single district or multiple district council meetings outside their respective single or multiple district, but within their own constitutional area and within their 40,000-mile budget, where there is no director, or when special circumstances require it. A

copy of the invitation letter or a speaker request form must be received with the claim in order for payment to be made for the expenses incurred.

- (2) Past international presidents shall receive a 40,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. For special circumstances the international president shall have the authority to approve up to 10,000 additional miles.

Past international presidents may be approved as the official speaker in an adjacent multiple district regardless of the availability of a sitting director. The cost will be charged against their mileage budget.

- (3) Past international directors shall receive a 10,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. For special circumstances the international president shall have the authority to approve up to 5,000 additional miles.

Past international directors may be approved as the official speaker in an adjacent multiple district regardless of the availability of a sitting director. The cost will be charged against their mileage budget.

- (4) In the event that a past district governor is the speaker the association will reimburse based on actual cost incurred.

e. Incidental Costs

Travelers will be reimbursed for reasonable incidental travel costs, such as laundry, telephone, tips, valet service, and meals. Such costs must be itemized on the expense report form and receipts must be attached when applicable or when the cost is greater than US\$25.

f. Gift Allowance

When an international director, past international president or past international director is assigned to travel to a function outside his single or multiple district and is expected to present a gift at such function, he shall be entitled to reimbursement for the actual expense of any such gift up to the cost of US\$50. Receipts are required.

2. District (single, sub- or multiple) Functions, excluding official speaking assignments

a. Authorization

No prior authorization from the international office is necessary to accept a speaking engagement within the single or multiple districts from which the speaker was elected and residing in. The cost of attending a district function will be charged against the budget.

b. Eligible Speakers

Speakers shall be invited to (single, sub- or multiple) speaking assignments within their district according to the following order of precedence:

- (1) International directors and past international presidents may be eligible to attend functions held in their respective single or multiple districts, when the expenses fall within their respective budgets.
- (2) Eligible Past International Directors
 - a. The two most recent past international directors shall be eligible to accept invitations for events held within their district. For multiple districts comprising large geographical areas, the international president may approve additional past international directors for eligibility.
 - b. Multiple districts with membership in excess of 20,000 (as of the previous April 30th Cumulative Report) shall have the three most recent past international directors as eligible speakers.
 - c. Multiple districts with membership in excess of 30,000 (as of the previous April 30th Cumulative Report) shall have the four most recent past international directors as eligible speakers.
 - d. In the event an eligible past international director does not use his in-district budget in any given year, any other past international director from the same multiple district, not currently eligible to receive a budget, may apply on an annual basis to International Headquarters to assume that budget. Any such application must be accompanied by a letter of approval, signed by the past international director who is relinquishing his budget and any intermediate past international directors. If any such approval is withheld, the International President at his discretion may authorize the application for budget reassignment for his presidential year.

B. AREA FORUMS

1. Area forums shall be recognized by Lions Clubs International for the purposes of:
 - a. promoting the principles and objectives of Lions Clubs International;
 - b. training, educating and motivating district and club officers;
 - c. providing for exchange of information and discussion of service activities, including opportunities for cooperative service projects;
 - d. advancing the interests of the Lions Clubs International Foundation.
2. Forums dates shall be coordinated with the Travel Department prior to confirming the forum date and location to avoid conflict with international board meetings for future years.

Requested area forum time preference shall be:

- USA/Canada – Second or third full week in September
 - EUROPA – Last full week in October through first full week in November
 - OSEAL – Second or third full week in November
 - ISAAME – Second or third full week in December
 - FOLAC – Second or third full week in January
 - ANZI-pacific – Last full week in August or the first full week in September
3. Forum conduct and operation, including, but not restricted to, planning, agenda, and program content, is the responsibility of the elected members of the board of directors from the constitutional area in which the forum is to be held. These board members may delegate the forum operation to such committee(s) as are necessary, but shall be responsible to see that the purpose of the board policy are carried out. If more than one current board member is serving from the constitutional area in which the forum is to be held, the international president shall appoint one member to serve on the planning committee. Any irregularities should be reported to the Executive Committee of Lions Clubs International so that action may be taken to carry out the intent of this policy. The board member shall perform the liaison duties listed below:
- a. The director shall be the liaison between the headquarters staff and the forum chairperson. Requests for meeting space or time to make a presentation should be sent to the director for approval by the forum committee.
 - b. The director shall be the liaison between the other directors from his constitutional area and the forum committee. He shall keep the directors informed in writing on the details of the forum, including any requests for their participation.
 - c. The director shall provide to the Forum Planning Committee the Lions Clubs International Protocol as outlined in Chapter XX Board Policy Manual to ensure all items are addressed.
 - d. Each forum should have a mission statement and the director should work with the forum chairperson to update as necessary.
 - e. The director will work with the staff in the Travel Department of Lions Clubs International to ensure all available information is received for the visit of the officers, directors and board appointees. The director also should ensure the staff has the dates for all future forums when available to allow the officers to plan their travel for future years as well.
 - f. The director shall make a written report to the board during the board meeting immediately following the forum. The report should be a synopsis of the events of the forum and what role the officers and directors from that area had in the forum. A copy of the director's report should be submitted to the executive director's office as soon as possible after the forum to allow time for the report to be translated for the board members.

4. All forums shall be financially self-supporting and any deficiency shall be the sole responsibility of said forum. Each forum shall have the authority to collect registration fees in an appropriate amount.
5. All Lions in the constitutional area in which the forum is to be held shall be invited to participate.
6. The forums shall be held in a place where all members of Lions clubs in the constitutional area may freely register and have their districts and countries recognized.
7. The president of Lions Clubs International shall be invited. The respective forum shall provide for the following for the international president or his designee:
 - a. address all Lions in attendance;
 - b. address all current district governors in attendance, in a separate meeting.
8. A Lion of the president's choice shall present the program and goals of the international president at each forum.
9. The forum shall provide a one bedroom suite and meals for the international president or his designee. Meals and accommodations will be reimbursed by the association and charged to the international president's travel budget.
10. The immediate past international president and vice presidents may attend all area forums. Meals and accommodations will be reimbursed by the association and charged to the officer's travel budget.
11. Forums may be organized to include Lions from an adjacent constitutional area.
12. Where multiple districts exist with clubs in two constitutional areas, and one of the constitutional areas does not have a forum, then all Lions from those multiple districts shall be entitled to attend the adjacent forum as full participants.
13. Area forums shall not:
 - a. in operation, contravene the International Constitution and By-Laws;
 - b. collect dues. However, each forum shall have the authority to collect registration fees in an appropriate amount;
 - c. involve participation on other than a voluntary basis;
 - d. superimpose or create any governing structure over and above the regular district and multiple district organizations;

- e. involve themselves in any non-Lionistic activities.
14. Area forums shall involve no expense to Lions Clubs International, except transportation will be provided for international directors, past international presidents and board appointees (and accompanying adult companion) from the constitutional area in which, the forum is held.

The presidential appointee to the respective forum planning committee shall be reimbursed for travel, hotel and meal expenses for one forum- planning meeting.

C. BUDGETS

Reimbursement rules for international directors, past international presidents and eligible past international directors:

1. Each international director, past international president and eligible past international director shall be allowed expense reimbursement for association related needs, including district or multiple district activity. Annual budgets will be based on the following:
 - a. International directors will be allowed US\$2,200 plus US\$.15 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US\$3,200 and a maximum of US\$6,200.
 - b. Past international presidents will be allowed US\$8,000.
 - c. Eligible past international directors will be allowed US\$.12 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US\$900 and a maximum of US\$3,000. See paragraph A.2.b.(2) for a description of eligible past international directors.
2. Upon invitation, an international director, past international president and past international director may attend any Lions related event in an adjacent multiple district at which he is not the official speaker. The expenses will be charged to his in-district budget. A copy of the invitation must be submitted with their expense claim for reimbursement.

D. SPECIAL ASSIGNMENTS

Under unusual circumstances, the international president may designate special assignments and such expenses charged against the special assignment budget. The president-elect will submit a special assignment budget each June. The Finance and Headquarters Operation Committee shall review expenses charged against this budget

at each of its meetings. Allowable expenses shall be charged against the special assignment budget.

E. RULES OF AUDIT

1. General Reimbursement Rules

The following general rules and regulations apply to expense accounts submitted, in connection with the foregoing speaker and travel engagements by international directors, past international presidents, eligible past international directors and others serving on the board by appointment. No expenses, except those specifically covered in these reimbursement rules may be charged in the name of the individual traveling on behalf of the association, nor billed to or paid by the association. Travelers are expected to spend association funds prudently and plan appropriately so costs do not exceed budgetary limitations. It is the traveler's responsibility to report his or her actual travel expenses in accordance with the regulations set forth in this policy.

- a. Expense claims should be submitted to the Auditing Department monthly, by the 20th of the following month. Claims shall be submitted within 120 days. The international president may approve claims up to US\$1,000 after the 120 day deadline for a period of one year.

- (1) To obtain reimbursement for association related travel expenses the traveler must submit a signed official association expense claim form.
- (2) Original receipts are required for expenses of US\$25 or greater.
- (3) A completed visitation form must be included with your expense claim for reimbursement related to official speaking assignments.
- (4) Your travel itinerary, proof of payment and any other documentation provided by the carrier are required for reimbursement.

b. Transportation by Air

Travel arrangements should be made through the association's preferred travel agent. In the event the association does not have a local travel agent, the traveler must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. No more than two executive officers or two administrative officers shall travel on the same flight.

Travelers will be reimbursed for the following class of service:

- (1) Members of the international board and an accompanying adult companion shall be authorized to fly coach-economy class. Business class travel is authorized when total flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights.

- (2) Past international presidents and an accompanying adult companion shall be authorized to fly business class. An upgrade allowance is available for round trip travel exceeding ten hours, not including time on the ground for connecting flights. The allowance will be the difference from the actual ticket cost less the lowest available business class fare and subject to applicable tax reporting and treatment.
- (3) Administrative officers and an accompanying adult companion shall be authorized to fly coach-economy class. Business class travel is authorized when total flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights.
- Airfare will be reimbursed based on actual costs.
 - Ticket change fees are reimbursed if required and authorized in advance by the association.
 - Electronic tickets are to be used when available.
 - Airline tickets should be procured at least 14 days in advance in order to obtain any discounts offered by the carrier or negotiated by the association.
 - Use of personal aircraft requires the advanced approval of the association.
 - When travel includes a connection of six hours or more, the traveler is permitted one hotel room night. Reimbursement will be based on a standard room accommodation at non-luxury hotels. Hotel and meal expenses will be reimbursed when accompanied by appropriate documentation. The traveler is also entitled to one room night if the traveler experiences a delay or a canceled flight that results in an additional six hours or more of layover time.

c. Other Forms of Transportation

Rail or bus transportation may be used when convenient and it is the least costly transportation available. Advance approval should be obtained to ensure reimbursement of expenditures.

Taxicabs will be reimbursed for actual expenses incurred, including tips.

d. Automobile Travel

The standard mileage reimbursement rate is US\$.30 per mile (US\$.19 per kilometer), which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

A traveler may drive when convenient and it is the least costly transportation available. The cost of meals, lodging, parking, mileage, tolls, taxis, ferries and transportation costs incurred while in transit may be reimbursed, if such costs do

not exceed the cost of round trip airfare, based on the authorized class of service. Advance approval should be obtained to ensure reimbursement of expenditures.

e. Rental Cars

Car rental services may be used when the total cost is less than or equivalent to other means of transportation. Cost includes rental, gasoline, tolls, parking and other related expenses. Such costs shall not exceed the cost of round trip airfare, based on the authorized class of service and round-trip cost to/from airports. Advance reservations should be made whenever possible and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip and for purchasing comprehensive physical damage coverage (usually referred to as “Loss Damage Waiver (LDW)”) from the rental company. Any loss or damage to the rental vehicle is the traveler’s personal responsibility, as the association will not reimburse a traveler or rental company for such an expense.

f. Day of Rest for Extended Travel

When traveling to a speaking assignment, board meeting or international convention and flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights, travelers are allowed a day of rest at the site of the meeting. One-night hotel (see E.1.h) and meal expenses will be reimbursed.

g. Companion Transportation and Transportation of Other Family Members

The transportation expenses of an accompanying adult companion shall be reimbursed according to the preceding paragraphs only when the trip is categorized as being in the interest of Lions Clubs International. This is construed to mean travel in connection with invitations to speaking engagements, board meetings, international conventions and other authorized trips specified as important and meaningful for the adult companion to attend. Reimbursement will be limited to an adult companion.

h. Hotel

The cost of a double room shall be reimbursed when paid for by international directors, past international presidents and eligible past international directors. International directors and past international presidents shall be reimbursed the cost of a one-bedroom suite at his own single or multiple district convention.

i. Meals

Reimbursement will be made for the actual amount spent, excluding alcoholic beverages. The cost of each meal is to be listed on the appropriate provided association form. For meals where reimbursement is requested for guests, their names are to be listed on the expense claim form or on the attach receipt. Itemize receipts shall be required for all meal expenses.

j. Personal Expenses

Should the association pay for expenses that are personal to an officer, international directors, past international presidents, eligible past international directors and others serving on the board by appointment, the Lion shall be billed. Payment shall be deducted against any outstanding expense claims. In the event the traveler does not have outstanding claims, a bill for the personal expenses will be issued. All personal expenses are to be paid within 30 days of the date billed.

k. Reimbursable Expenses

Reimbursement of expenses will be provided for the following items when accompanied by appropriate documentation unless specified otherwise.

(1) Transportation

- Airfare
- Airport Tax
- Parking
- Train fare
- Bus fare
- Taxi
- Car Rental
- Mileage
- Tolls
- Ferry

(2) Meals & Lodging

(3) Forums

Transportation will be provided only for international directors, past international presidents and board appointees (and accompanying adult companion) from the constitutional area in which the forum is held.

(4) Other

- Tips
- Laundry
- Bank fees
- Visa charges
- Passport photographs
- Excess baggage
- Registration
- Hospitality books
- Meeting room rentals
- Audio/visual rental

- Telephone & fax
- Internet
- Postage/courier
- Office supplies
- Printed matter (stationary, business cards, & copies)

1. **Non Reimbursable Expenses**

The following expenses will not be reimbursed.

- Ticket change fees if not authorized in advance
- Alcoholic beverages
- Hotel fitness and recreational facilities
- Hotel movie rentals
- Entertainment expenses
- Beauty salon services
- Greeting cards & personalized cards
- Banners

F. INSURANCE

1. **Medical**

The association provides each director with travel medical insurance which provides protection during travel on Lions business when the board member is outside of his country of residence. A summary description of the plan coverage and additional information is available from the Legal Division.

2. **Accidental Death and Dismemberment Insurance**

The executive officers; international directors; members serving on committees of the Board are provided worldwide coverage for accidental death or dismemberment while traveling on behalf of the association. A summary description of the plan coverage and additional information is available from the Legal Division.

G. NEW DIRECTOR ORIENTATION

Each newly elected international director shall be reimbursed for the expense of travel and lodging in accordance with the Rules of Audit, for a visit to the international headquarters in Oak Brook, Illinois, USA, for orientation purposes. Such visit shall, where possible, be made in connection with some other authorized travel and prior to the October/November board meeting. The international president shall approve the duration of the visit and any related travel and lodging expense reimbursement

H. COMPANION TRAVEL RESPONSIBILITY AND REIMBURSEMENT

1. An adult companion, other than a legally recognized spouse, accompanying an international director, past international president, past international director, board appointee or official speaker to speaking assignment(s), board meeting(s) or international convention shall require the approval of the international president at the beginning of each year
2. Travel will be reimbursed according to the Rules of Audit if the adult companion is present at scheduled Lions Clubs International functions and events. Reimbursement will not be provided if the adult companion does not attend scheduled functions and events.