

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.
- 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) **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.

(2) **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.

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.

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

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 the cost of travel for the members of the board of directors and past international presidents (and accompanying spouses) elected from the constitutional area, which the respective forum concerns.

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\$7,000.
 - 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, others serving on the board by appointment and their spouses. 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

All travelers are to either purchase their tickets through the association or obtain the association's approval of the fare and itinerary prior to ticketing. Reimbursement will be made at the lowest logical standard or discounted fare for the authorized class of service and period of travel. Transportation for authorized meetings will be charged to mileage budget account. Transportation for in-district functions will be charged to in-district budget.

Travelers will be reimbursed for the following class of service:

- (1) Members of the international board and their spouses 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 their spouses shall be authorized to fly first class.
- (3) Administrative officers and their spouses shall be authorized to fly business class. If no business class is available, first class travel is authorized.
 - 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.

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 trans-

portation 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

A vehicle may be rented when renting would be more advantageous to the association than other means of commercial transportation, such as using a taxi. 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. On rental vehicles used in the continental United States, the traveler should obtain the additional collision damage waiver. Such costs shall not exceed the cost of round trip airfare, based on the authorized class of service.

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 in route or at the site of the meeting.

- (1) One-night hotel (see E.1.h) and meal expenses will be reimbursed.
- (2) A day of rest is not authorized for the return trip home.

g. Spouse Transportation and Transportation of Other Family Members

The transportation expenses of a spouse 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 spouse to attend. No transportation expenses will be reimbursed for other family members.

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, others serving on the board by appointment and their spouses, 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 60 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 and past international presidents (and accompanying spouses) elected 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)

I. 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 medical insurance which provides protection during board meetings and the international convention when the board member is outside of his country of residence. International directors may purchase, and be reimbursed for, medical insurance to cover them and their spouses when they are traveling outside of their country of residence on official speaking assignments. Copy of the Policy to be submitted along with receipt of purchase for reimbursement.

2. Accidental Death and Dismemberment Insurance

The Association shall carry and pay for accidental death and dismemberment insurance in the amounts indicated on the following:

- a. US\$500,000 – All executive officers
- b. US\$100,000 – Spouses of executive officers; international directors; members serving on Committees of the Board; all Lions Clubs International Foundation Executive Committee members who are not current

Officers, directors, or members serving on Board Committees of The International Association of Lions Clubs.

- c. US\$100,000 – Administrative officers and division managers; all international staff representatives, international secretaries and development managers, full and part-time.
- d. US\$50,000 – All spouses of international directors.
- e. US\$20,000 – All district governors
- f. The aggregate limit on the coverage shall be US\$5,000,000.

- 3. Accidental Death and Dismemberment Insurance (Voluntary)** Accidental Death and Dismemberment Insurance may be purchased on a voluntary basis by past international presidents, past international directors, other staff members and spouses of district governors and international staff representatives, international secretaries and development managers through the Association's Accidental Death and Dismemberment Carrier, provided that said Carrier shall handle, at its expense, all administrative details of said program. During the transition period, Lions Clubs International Headquarters will work with the insurance company announcing the change to those who are presently insured and those who become eligible.

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 to occur as soon as possible and, where possible, 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 spouse travel and lodging expense reimbursement. Such orientation shall be budgeted under the committee meeting expense category of the chart of accounts.

H. NUMBER OF INDIVIDUALS ALLOWED TO TRAVEL ON SAME MODE OF TRANSPORTATION

In traveling to or from board of directors meetings and/or international conventions and functions thereof, no more than one-half

of each of the following; the executive officers, first year board members, second year board members, board committee appointees, LCIF trustees, administrative officers, division managers and the staff assigned to said meetings shall travel on the same means of transportation at the same time. International directors, board appointees, and Lions Clubs International Foundation trustees of the International Board of Directors shall fly to/from board meetings and conventions on airlines where the association has negotiated special fares, where applicable. Executive officers and administrative officers may choose to arrange their respective itineraries regardless of any special group travel arrangements planned for the International Board of Directors.

I. SPOUSAL TRAVEL RESPONSIBILITY GUIDELINES

- Further the purposes of Lions Clubs International;
- Actively promote the community service objectives of Lions Clubs International including the association's major service initiatives;
- Meet with heads of government at all levels to further international understanding;
- Conduct sessions and deliver speeches during official engagements on subjects of interest such as "what it means to be a spouse of an elected official of Lions Clubs International," "care of the elderly and young people," and other topics of interest;
- Provide support to their spouses in carrying out the constitutionally mandated responsibilities;
- Maintain membership in a duly chartered Lions club, if feasible, and donate personal time, thereby sacrificing other types of activities, including personal interests, employment, or business activities.