



Multiple District MERL Workshop Funding Request Form 2009-2010

Check All Appropriate Chairperson Category

Membership Extension Retention Leadership

Complete and submit this funding request to qualify for funds for district membership/retention chairperson workshop. This funding request does not guarantee funds will be provided. Funds are provided on a reimbursement basis to the multiple district, according to the Rules of Expense and will not exceed \$US50 per active district membership, extension, and retention chairperson in attendance and will not exceed \$US75 for leadership chairperson in attendance. Reimbursement for the 2009-2010 Multiple District MERL Program. **Submit this form before each multiple district MERL workshop.**

Program Information:

1. Name of program _____
2. Program dates _____
3. Location of program _____
4. Attach copy of the program agenda (outline)
5. Attach list and qualifications of program instructors

Multiple District Information:

1. Multiple District Number _____
2. Multiple District Membership/Retention Chairperson
 - A. Name (print) _____
 - B. Complete Address _____
_____ Country _____
 - C. Phone Number ____/____/____ Fax ____/____/____
 - D. E-mail _____
3. Approval of council chairperson (required for funding)

{Print Council Chairperson's name}

{Council Chairperson's signature}

Return to: Membership Operations Department, Lions Clubs International, 300 W. 22nd St, Oak Brook, IL 60523-8842
(USA) **or FAX to:** 630/571-1691



Multiple District MERL Workshop Qualified Participants Verification Form 2009-2010

Check All Appropriate Chairperson Category

Membership Extension Retention Leadership

The persons below certify they attended the Multiple District _____ {state MD number} membership/retention workshop, _____ {state name of program} on _____ {state month, day(s) and year}.

- | | | | | |
|-----|------------|--------------|---------|-------------|
| 1. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 2. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 3. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 4. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 5. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 6. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 7. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 8. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 9. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |
| 10. | _____ | _____ | _____ | _____ |
| | {district} | {print name} | (Title) | {signature} |

Print Name

Signature

Photocopy form for additional names

Return this form along with the expense claim to Membership Operations Department, Lions Clubs International, 300 W. 22nd Street, Oak Brook, IL 60523-8842 as soon as the multiple district program is complete. FAX to: 630-571-1691

Multiple District MERL Workshop Expense Form 2009-2010

Check All Appropriate Chairperson Category

Membership Extension Retention Leadership

(Please read the Rules for Expense Reimbursements on the back of this page. Use one form for each currency. Make multiple copies of this form, if needed.)

Date	Meals (Receipts*must be attached)			Lodging (Receipts*must be attached)	Program Expenses (Receipts*must be attached)			Totals
	Breakfast	Lunch	Dinner		Printing, Photocopying and Supplies	Meeting Room	Equipment	
GRAND TOTAL								

***Itemize and attach all original receipts.** State expenses in currency actually paid. This form must be used for reimbursement.

Do not convert currency! Photocopy if additional forms are needed.

I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the association's Rule of Expense Reimbursement for the 2008-2009 Multiple District Membership/Retention Program. I understand that by virtue of signing this expense claim, it becomes a part of the association's official records and may be subject to review by parties normally allowed to make such inspections.

Multiple District _____

Signature _____
(Multiple District Membership/Retention Chairperson)

Return this form to Membership Operations Department, 300 W. 22nd Street, Oak Brook, IL 60523-8842, USA after program is completed. (Must be received by June 1, 2010.)

RULES OF EXPENSE REIMBURSEMENT FOR 2009-2010 MULTIPLE DISTRICT MERL Workshop

1. Lions Clubs International will reimburse multiple districts for the following expenses associated with district membership, extension, and retention chairperson's workshop, up to a maximum of US\$50.00 per active district membership, extension, and retention chairperson in attendance and US\$75.00 per active leadership chairperson in attendance.
 - A. Hotel/guest rooms. An original paid hotel receipt listing the name of the guests is required.
 - B. Reasonable costs of meals (less drinks that include alcohol) associated with the program. Original meal receipts that provide an itemization of the meals are necessary.
 - C. Program supplies. Original itemized receipts are necessary.
 - D. Meeting room and equipment rental. Original itemized receipts are required.
2. No reimbursements will be made for travel (i.e., airplane, bus, train, or automobile mileage) and incidental expenses such as liquor, telephone, laundry, car parking fees, tips, travel insurance, etc.
3. For the multiple district to be eligible for reimbursement, the qualified participants must participate in the entire multiple district membership/retention workshop
4. Reimbursements will be made in the currency of the residence of the individual, except when the best interest of the association requires otherwise. (Per Board Policy). Reimbursement will be made at the Lions official exchange rate when the expense was incurred. Reimbursement will be made in U.S. dollars if the association does not have a bank account in the participant's country.

Wire transfers cannot be made to personal accounts.

Please submit claims within 120 days of your program.

Requests made more than 120 days after the program will not be reimbursed.

If currency from more than one country is used, separate claims must be completed for each currency.

Lions Clubs International provides no medical or hospital insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical coverage. Many individual and group insurance plans do not cover the insured outside of their own country, and sometimes not even out of their own city, state, province. This is especially true of USA Medicare insurance which is effective in the USA only and is probably true in many government sponsored and individual medical plans.

This is a personal matter which varies from individual to individual so please be sure to examine your own situation and that of family members and friends carefully.