

CLAIM FORMS INSTRUCTIONS

Travel Expense Claim Form

- Itemize your visitation expenses on the date they occurred and list the club visited.
- Include the visitation reports (explained later in this section).
- Include appropriate meal, hotel and transportation receipts.
- Use the Rules of Audit in completing the claim.

Office Expense Claim Form

- Attach one copy of newsletter if you are claiming reimbursement for the newsletter. This copy will be read and referred to other departments concerned.
- Complete the office summary as indicated on the form.

Expense Claims

By the 20th day following the reporting month, the following documentation must be submitted to Lions Clubs International:

- District Governor's Travel and Office Expense Claim (C-30)
- District Governor's Visitation Report (M-26)
- Supporting papers and receipts.

These documents should be sent to:

English Language Department
The International Association of Lions Clubs
300 W 22nd Street
Oak Brook, Illinois 60523-8842, USA

Transportation

If an automobile is used for travel, the total claim cannot exceed the cost of economy airfare. Tunnel, toll road, parking, ferry and train charges may be claimed in addition to your mileage allowance. Receipts are required. Airline passenger coupon/ticket, e-ticket along with the original credit card slip, travel agency receipt showing payment, or copy of the cancelled check must be submitted with the expense claim.

- A District Governor's Club Visitation Report (Form M-26) must be submitted with your travel claim for all visits.

District Governor's Representatives

The only time any payment can be made to any district officer other than the governor is when that officer is authorized by the governor to make an annual club visit, charter presentation, or 25th, 50th or 75th charter anniversary meeting, instead of the governor. Payment to these representatives will be based on Rules of Audit. All claims are to be signed by the governor.

Allowable And Disallowable Expenses

ALLOWABLE

- Cabinet meeting
- Annual club visit
- Organizational visit
- International officer visit to sub-district
- Reorganization/reactivation meetings
- 25th, 50th & 75th charter anniversaries
- Multiple district council/conventions or state convention meetings
- Newsletters to Lions clubs, Leo clubs, 20 district chairmen
- Club Officer School
- Charter Presentations
- Second visits with approval
- Status Quo meetings with approval
- District conventions

DISALLOWED

- Leadership development meeting
- Region, Zone or Advisory meeting
- Ear, eye, kidney, blood bank seminars
- Expense as council chairman
- Leo club meetings
- District rally or twinning meetings
- Meeting preparations
- Area Forums
- LCIF meeting
- Funerals
- Redistricting meetings
- Quest seminars
- Award Presentations
- Leader Dog
- Club Branch, unless combined with regular club visit
- Presentation of Melvin Jones Fellow
- Board Meetings
- Drug awareness
- Installation of officers
- SightFirst meetings
- World Lions Service Day
- Candy Day
- Banner passing
- Kick-off Conference
- Youth Exchange
- UN Day
- Disaster relief
- LEHP

International Officers Visiting Your District

- When the international president or vice presidents visit your single or sub-district, your expenses will be paid in attending the meeting for which they are invited. There is no provision for paying a governor's expenses while traveling with international officers or for the planning of these visits.
- If an international officer visits your multiple district, your expenses will not be paid in attending the meeting for which they are invited unless your trip is in conjunction with an allowable multiple district council meeting.