

# LIONS CLUBS INTERNATIONAL

## GENERAL EXPENSE REIMBURSEMENT POLICY



Lions Clubs International will reimburse for actual expenses incurred by those people who travel on behalf of Lions Clubs International (LCI) in accordance with the regulations set forth in this policy. Expenses, other than those for attending the approved meeting or event, must be pre-approved by the association or the appropriate Lion Leader on behalf of the association. 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 expenses in accordance with the regulations set forth in this policy.

### **Expense Claims**

Expense claims should be submitted to the appropriate department within 60 days of the date incurred. If claims are received after 60 days, they can only be paid by approval of the Chief of Finance of the Association.

- To obtain reimbursement for association related travel expenses, the traveler must submit a signed official expense claim form with all itemized receipts, when applicable, that have a zero balance to show that payment has been made. Digital or e-mail signature is acceptable. If using an online expense report, a digital signature and scanned copies of itemized receipts are acceptable. Reimbursement will be made in local currency or per banking instructions.
- Receipts should be provided for all expenses but are required for expenses of US\$75 or greater, unless otherwise required by local regulations.
- A list where to submit a claim is available on: <http://members.lionsclubs.org/EN/resources/finance/index.php>.
- A visitation form should accompany the expense report when required per board policy.
- When submitting air travel claims, include the following:
  - The passenger receipt or E-ticket showing itinerary, cost and proof of payment **OR**
  - An original ticket that shows payment.
- If using multiple currencies on a paper expense form, please use a separate expense claim for each. Separate forms are not necessary if submitting the expense using an online expense report.

### **Transportation by Air Ticketing Policy**

- **Prior approval from the association or the appropriate Lions Leader on behalf of the association is required before contacting LCI Travel.**
- 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.
- Approved airfare should be booked through the association's Preferred Travel Agent and will be reimbursed based on actual costs.
- In the event the association's Preferred Travel Agent is not available for the traveler, the traveler must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare should be booked at the lowest logical standard or discounted fare using the

most direct route for the authorized class of service and period of travel as stated in Board Policy, Chapter XXI.

- No more than three executive officers or three administrative officers shall travel on the same flight.
- Ticket change fees are reimbursed if required and authorized in advance by the association.
- When travel includes a connection of six hours or more, or the traveler experiences a delay or a canceled flight that results in an additional six hours or more of layover time, the traveler is permitted one hotel room night. Reimbursement will be based on a reasonable standard room, single rate accommodation.

### **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 and car sharing services will be reimbursed for actual expenses incurred, including tips.

### **Automobile Travel**

The standard mileage reimbursement rate is US\$.50 per mile (non-US\$.31 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, car sharing service, 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.

### **Airport Transfer**

LCI will reimburse for automobile transportation at the standard mileage reimbursement rate listed above under **Automobile Travel**, actual cost of bus, train, local taxi or car sharing service between traveler's home and home airport. A receipt is required.

### **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.

### **Day of Rest for Extended Travel**

When flying time for round trip travel exceeds 10 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 and reasonable meal expenses will be reimbursed as outlined herein.

# LIONS CLUBS INTERNATIONAL

## GENERAL EXPENSE REIMBURSEMENT POLICY



### Hotel/Meals

- Reimbursement for hotel during your stay will be based on a reasonable, standard room, single rate accommodation.
- Reimbursement for meals during your trip up to a maximum of US\$75.00 per day, unless authorized in advance by the association. Copies of receipts are helpful.
- If you are paying for the meals of others, please attach a list of names of those who attended the meal.

### Other

- Tipping:
  - Airport: The allowance for tipping luggage handlers, upon arrival and departure, will be US\$1.00 per bag.
  - Hotel: Tipping allowance is US\$2.00 per day for housekeeping maids and US\$1.00 per bag for bellmen.
- Additional Eligible Expenses:
  - Laundry and/or dry cleaning expenses
  - Travel passport, visa and required immunization related expenses
  - Excess baggage fees
  - Meeting room rental
  - Audio-visual equipment
  - Internet
  - Postage
  - Photo copying fees
  - Light snacks for program events

### Non-Reimbursable Expenses

The following expenses will not be reimbursed:

- Ticket change fees, if not authorized in advance
- Travel insurance, unless otherwise required by local regulations
- Valet car parking fees, unless only option available for parking
- Hotel fitness and recreational facilities
- Hotel movie rentals
- Entertainment expenses
- Beauty salon/spa services
- Greeting cards, personalized cards and related postage
- Banners/Promotional give away items
- Gifts (Exception for Executive Officers and Speakers attending an official speaking engagement)
- Personal Expenses (If paid by the association will be billed to the Lion or deducted against any outstanding expense claims)
- Alcoholic beverages

### Excess Expenditures

Expenses that exceed the budget allowance and have not been previously approved will be borne by the traveler and not by LCI.

### Medical Coverage

Many individual group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of USA Medicare insurance, which is effective in the USA only and is probably true of many government sponsored and individual medical plans. Therefore when travelling it is wise to make sure you have sufficient medical insurance coverage.

If traveling outside of your country of residence, please refer to Chapter XXI of board policy for coverage provided to all officers, past international presidents, international directors, past international directors, and district governors.

### For questions:

Questions related to this reimbursement policy should be directed to the following:

- Executive Officers, Past International Presidents, International Directors, and Past International Directors send questions to [OfficerDirectorClaims@lionsclubs.org](mailto:OfficerDirectorClaims@lionsclubs.org).
- Ad Hoc Committee Members send questions to your Committee Chairperson or Association Staff Liaison.
- District Governors send questions to [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org).
- GAT members send questions to [globalactionteam@lionsclubs.org](mailto:globalactionteam@lionsclubs.org).
- LCIF questions should be directed to [LCIF@lionsclubs.org](mailto:LCIF@lionsclubs.org)

For additional information or to mail your expense claim, see below:

### **Board Member, Committee, District Governor, or Other Association Department**

Lions Clubs International  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523 USA  
630-571-5466

### **Exceptions to the General Expense Reimbursement Policy**

#### **Budgets**

The list of committees shown below have budget limitations that apply to their annual travel for Lions Clubs International. More details of these budgets can be found in Board Policy, Chapter XXI in the section titled "Budgets for Lions Leaders"

- GAT Leaders
- Leadership Institutes and Seminars
- Leo Advisory Panel Members—Up to US\$1,000/year
- Leo Leadership Grant—Up to US\$2,000/year
- New Club Development Workshop Program
- Specialty Clubs

#### **Travel Rules for Past International Presidents, International Directors, and Eligible Past International Directors**

Specific rules of reimbursement for Past International Presidents, International Directors, and eligible Past International Directors can be found in Board Policy, Chapter XXI.

#### **Travel Rules for District Governors**

Specific rules of reimbursement for District Governors can be found in Board Policy, Chapter IX in the section titled "District Governor Expense Reimbursement Policy".

#### **Travel Rules for Area Forums**

Specific rules of reimbursement for Area Forums can be found in Board Policy, Chapter XXIII.

#### **Companion Travel**

Companion travel is not covered unless specified in Board Policy.