



**LIONS CLUBS INTERNATIONAL  
DGE ADULT COMPANION TRAVEL EXPENSE CLAIM  
MILAN, ITALY**

DISTRICT: \_\_\_\_\_

**PLEASE PRINT**

DGE NAME: \_\_\_\_\_  
First Last

ADULT COMPANION  
NAME: \_\_\_\_\_  
First Last

**For your up to US\$500.00 allowance, the below documentation is required along with this form for reimbursement.**

- 1) COPY OF TICKETED TRAVEL ITINERARY INCLUDING ALL ROUTING, AIRLINES, FLIGHT NUMBERS, CLASS OF SERVICE, ARRIVAL/DEPARTURE DATES AND TIMES.**
- 2) PROOF OF PURCHASE (COPY OF PAID RECEIPT OR CREDIT CARD TRANSACTION).**

**Submit immediately after tickets are booked and proof of purchase is received.**

Banking information may be required. Please send to Laura Delgado, LCI Accounting Department:

**Email:** [DistrictGovernorClaims@lionsclubs.org](mailto:DistrictGovernorClaims@lionsclubs.org)

**Fax:** +1 630-706-9199

**Phone:** +1 630-468-6846

All payments will be made to the DGE unless requested to be paid to a travel agency or district. Please indicate NAME and ADDRESS of who is to be reimbursed (**PLEASE PRINT**):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**MUST BE RECEIVED BY FRIDAY, MAY 10, 2019– NO PAYMENT AFTER 60 DAYS PAST DUE**