



## District Governor Travel Expense Claim Form Instruction Tips

*Be sure to read the District Governor Expense Reimbursement Policy found in the Board Policy Manual, Chapter IX, Paragraph B.*

### Expense Claim Completion Process

When completing the District Governor Travel Expense Claim (C-30), remember to:

- Include appropriate meal, hotel, and transportation receipts
  - Record date of visit/meeting in first column
  - Round to the nearest whole number for miles/kilometers driven.
  - For non-US dollar claims: miles/kilometers will be in US Dollars and converted at bottom of claim into local currency.
  - For non-US dollar claims: meal, hotel and transportation costs are to be submitted in local currency
  - For non-US dollar claims: enter the LCI exchange rate in effect the date the claim is being submitted to headquarters. Click on the link to the left of cell titled "Exchange Rate."
- Note: This is for the Excel format submission only.*
- District Governor signature is only required (except for the district governors in India) when a representative has traveled on their behalf, then both the district governor and representative must sign.
  - For claims submitted via fax or standard mail, a physical signature is required.
  - For claims submitted via email from the address registered with the association it is accepted as an electronic signature.
  - Please submit one (1) District Governor Travel Expense Claim (C-30) for the entire month (expenses for the first day of the month through the last day of the same month).
  - All event codes must be reported on the same district governor travel expense claim for the month
  - For multiple day events, report the total of all expenses for each expense type per day

**DATE OF VISIT:** e.g. 7/19 – 7/20

**CLUB NAME/MEETING:** e.g. Council of Governor Meeting

**MEALS:** Daily meal total (your itemized receipt(s) will provide the details required)

**HOTEL:** Daily hotel total (your itemized receipt(s) will provide the details required)

**AIRFARE:** See Transportation section on page 2

**OTHER:** See Transportation Section on page 2.

**AUTOMOBILE:** See Transportation section on page 2. Should be your round-trip miles/kilometers for the meeting.

## Submitting Expense Claim

The District Governor Travel Expense Claim (C-30) is to be submitted by the 20<sup>th</sup> of the following month. The above documentation must be submitted to Lions Clubs International in one of the following ways:

1. **Email:** [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)
2. **Fax:** (630) 468-6990
3. **Phone:** (630) 468-7173
4. **Mail to:**  
Lions Clubs International  
c/o, DG Expenses, Claims Compliance  
300 W. 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA

## Transportation

### AIR TRAVEL

Economy round trip – shortest and most direct route. Detailed e-ticket itinerary which includes proof of payment. When applicable the detailed travel agency receipt showing payment must be submitted with the expense claim.

### OTHER

Tunnel, toll road, parking, ferry, bus, taxi, rideshare and train charges may be claimed in addition to your mileage allowance. Receipts are required.

### AUTOMOBILE

Used for travel, the total claimed miles/kilometers cannot exceed the cost of economy airfare for the shortest and most direct route. Fuel expenses are not reimbursable.

## District Governor's Representative

Vice district governors may only submit expenses when authorized by the district governor to make visits on his/her behalf. Payment to these representatives will be based upon the District Governor Expense Reimbursement Policy. All claims are to be signed by the representative and district governor.

If district governors submit expense claims via email, LCI will accept this as his/her electronic signature. If the vice district governor emails their expense claim form to the district governor, and it is forwarded to LCI from the district governor, LCI will accept this as his/her electronic signatures.

## Visit by the International President or Vice Presidents

When the current international president or vice presidents visit your single or sub-district, the district governor's expenses will be reviewed for payment for attending the meeting to which they are invited. There is no provision for paying a district governor's expenses while traveling with the current international president or vice presidents or for the planning of these visits. Please see the District Governor Expense Claim Reimbursement Policy for further information.