



LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM

LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM REIMBURSEMENT POLICY AND FORM

Maximum Reimbursement Amounts for the *Leadership Development Institute Grant Program*

Multiple District: USD \$4,500.00 (not to exceed actual expenses incurred)

Single District*: USD \$1,800.00 (not to exceed actual expenses incurred)

Undistricted Provisional District/Region/Zone: USD \$750.00 (not to exceed actual expenses incurred)

*A single district is a district that is not connected to a multiple district. For example, District 50 – Hawaii, USA is a single district, while District 1A is a sub-district of Multiple District 1 – Illinois, USA.

What is the Reimbursement Process?

- All multiple districts, single districts, and undistricted provisional districts/regions/zones are eligible to participate in this grant program.
- Approximately thirty (30) days prior to the confirmed institute start date fifty percent (50%) of the total grant amount will be paid.
- The final reimbursement will be paid upon review of the *Leadership Development Institute Grant Program Reimbursement Form* and required documentation. **Incomplete reimbursement claims will not be processed.**
- **The Leadership Development Division must receive all documentation within 60 days of completion of the institute. Claims received more than 60 days after the completion of the institute, may not be eligible for reimbursement.**

Expense Reimbursement Eligibility

Eligible

- Hotel guest rooms – receipt must include the name of the participant or faculty guest
- Meals associated with the program – receipts must include itemized list of food and beverages served
- Program materials and supplies
- Meeting room and audiovisual equipment rental
- Faculty travel expenses

Not Eligible

- Alcohol
- Participant travel expenses (i.e., airplane, bus, train, automobile mileage, etc.)
- Incidental expenses (i.e., telephone, laundry, car parking fees, tips, travel insurance, etc.)



Expense Budget Guidelines

A list of possible expenses related to the delivery of the institute is below, consider these factors when creating a budget.

Training Facility Expenses:

- Sleeping rooms (single or shared)
- Meeting rooms rental (including set-up/break down fees)
- Meals during the institute – Breakfast, Lunch, Dinner, AM/PM Breaks
- Rental equipment:
 - *LCD Projector and screen*
 - *Laptop*
 - *Flip Chart/paper/markers*
 - *Microphones/Audio*
 - *Wi-Fi/Internet Access in the meeting rooms*

Faculty Expenses:

- Transportation, Meals & Lodging

Supplies

- Signage, name tags, and certificates
- Binders with tabs (one for each participant and presenter)
- Curriculum materials (to be put into binders)
- Miscellaneous office supplies as needed (i.e., pens, paper, tape, Post-Its, etc.)

NOTE: Individual faculty members and participants are responsible for payment of incidentals (e.g., laundry, video rental, telephone, internet service, sundries, entertainment, participant transportation, alcohol, including mini-bar in room, etc.).

Reimbursement Notes

- Maximum reimbursement amount for the Leadership Development Institute Grant Program will not exceed actual expenses incurred. **Please reference above for maximum amounts of grants awarded.
- To be eligible for reimbursement, participants must participate in the entire institute and sign the completed Institute Attendance & Consent Form.
- Reimbursements will be made in the currency of the domicile of the multiple district, single district or undistricted provisional district/region/zone except when the best interests of the Organization require otherwise (per Board Policy). Reimbursement will be made at the Lions official exchange rate based on the date the claim is processed by Lions Clubs International Headquarters. Reimbursement will be made in U.S. dollars if the Organization does not have a bank account in the country of the multiple district, single district or undistricted provisional district/region/zone.
- Wire transfers for reimbursement will not be issued to personal accounts.
- If currency from more than one country is used, separate claims must be completed for each currency.
- The expenses for district guests and spouses of participants and faculty are not eligible for Lions Clubs International reimbursement.

Insurance

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



Required Reimbursement Documentation

To receive the *Leadership Development Institute Grant Program* final reimbursement the following steps must be completed:

1. A completed **2023-2024 Leadership Development Institute Grant Program Application Form** must be on file with the Leadership Development Division.
2. After the conclusion of the institute, **submit the following documents:**
 - ☐ A completed **2023-2024 Leadership Development Institute Grant Program Reimbursement Form**
 - ☐ Itemized invoices and receipts. Ensure currency used is legible. Please do not convert currency.
 - ☐ Completed **Institute Attendance & Consent Form** with faculty and participant signatures as verification of attendance. Include Member and Club ID numbers for all faculty and participants. **Did Leos attend your ELLI? Highlight the names of the Leo participants on your attendance form to be reimbursed for their attendance. [Learn more about the ELLI Leo grant.](#)**
 - ☐ Completed [Leadership Development Institute Final Summary](#).
 - ☐ Completed Institute Evaluations.
 - ☐ Optional:
Photos – ensure that the photo consent is provided by way of signature on the Institute Attendance & Consent Form. All photos should be labeled and identify all Lions and Leos in each photo.

Failure to submit the required documents to the Leadership Development Division within **60 days** of completion of the institute, will prevent the institute from receiving official recognition by Lions Clubs International and will prevent faculty and participants from receiving acknowledgement of attendance. **Claims received after 60 days may not be eligible for reimbursement.**

Reimbursement will be made payable to the multiple district, single district, sub-district, or undistricted provisional district/region/zone.

IN ACCORDANCE WITH LIONS CLUBS INTERNATIONAL POLICY, REIMBURSEMENT CLAIMS RECEIVED MORE THAN SIXTY (60) DAYS AFTER THE CONCLUSION OF THE TRAINING PROGRAM MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.

Where should completed forms and/or questions be directed?

By email to the Leadership Development Division at institutes@lionsclubs.org

By mail to:
Lions Clubs International,
Leadership Development Division (LD Institute Grant)
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA



2023-2024 Leadership Development Institute Grant Program Reimbursement Form

Institute Information

Multiple district / single district #, or Undistricted Provisional District/Region/Zone Country _____

Location of institute _____ Dates of institute _____

Type of institute ☐ Emerging Lions Leadership Institute (ELLI) ☐ Regional Lions Leadership Institute (RLLI) ☐ Virtual Regional Lions Leadership Institute (V-RLLI)

Local Institute Coordinator

☐ I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the Associations' Leadership Development Institute Grant Program Reimbursement Policy. I understand that by virtue of signing this reimbursement claim, it becomes a part of the Organization's official records and may be subject to review by parties normally allowed to make such inspections. I also understand that claims received more than 60 days from date of training may not be eligible for reimbursement.

Local Institute Coordinator Name _____ Signature _____

- Please list below all eligible expenses for reimbursement and attach corresponding receipts to this form.
- Document expenses in currency actually paid. Do not convert currency.
- Reimbursement will be made payable to the applicable multiple district, single district, sub-district, undistricted provisional district/region/zone.

Expense Category		Notes	Total
Faculty Number attended: _____	Travel (i.e., airplane, bus, train, automobile mileage, etc.)		
	Sleeping Rooms (attach individual folios) – individuals responsible for incidentals (i.e., laundry, video rental, alcohol, including mini-bar in room, etc.)		
Participants Number attended: _____	Sleeping Rooms (attach individual folios) – individuals responsible for incidentals (i.e., laundry, video rental, alcohol, including mini-bar in room, etc.)		
Training Facility	Meeting Room Rental		
	Meals and Breaks		
	Audio visual equipment rental		
	Material costs (photocopies, supplies, signage, postage)		
	Other (please specify expense in notes column)		
Currency Used:	Total Expenses:		

Submit completed *Leadership Development Institute Grant Program Reimbursement Form* and supporting documents to the Leadership Development Division at Lions Clubs International. Claims received after 60 days may not be eligible for reimbursement.

By email to: institutes@lionsclubs.org

By mail to: Lions Clubs International, Leadership Development Division (LD Institute Grant), 300 W. 22nd Street, Oak Brook, IL 60523-8842 USA

