



2020-2021 Leadership Development District Grant Program Reimbursement Policy

Maximum Reimbursement Amounts for the Leadership Development District Grant Program

- **US\$500** for expenses associated with a zone chairperson workshop program within the district (not to exceed actual expenses incurred)

All districts are eligible to participate in this grant program, however funding is limited and not all applicants will be awarded a grant. **Applications are due by October 31, 2020.** Applications may not be accepted after this date.

Required Reimbursement Documentation

To receive reimbursement from the grant program, the following must be submitted to the Leadership Development Division at Lions Clubs International:

1. A completed 2020-2021 Leadership Development District Grant Program Application must be on file with the Leadership Development Division
2. 2020-2021 Leadership Development District Grant Program Reimbursement Form (completed with all itemized eligible training program expenses)
3. Receipts for eligible expenses
4. Leadership Development Daily Attendance Sheet (with participant signatures as certification of attendance)
5. Agenda/outline for all days of the training program
6. Completed Leadership Development Final Evaluation Report

It is imperative that the completed Reimbursement Claims are submitted promptly and received within **60 days** of completion of the training program in accordance with Lions Clubs International policy. **Claims received after 60 days will not be eligible for reimbursement.**

Reimbursement will be made payable to the district according to the Leadership Development District Grant Program Reimbursement Policy

Expense Reimbursement Eligibility

Eligible:	<ul style="list-style-type: none">• Hotel guest rooms – receipt must include the name of the participant or faculty guest• Meals associated with the program – receipt must include itemized list of food and beverages served• Program supplies• Meeting room and audiovisual equipment rental
Not Eligible:	<ul style="list-style-type: none">• Alcohol• Travel (i.e., airplane, bus, train, automobile mileage, etc.)• Incidental expenses (i.e., telephone, laundry, car parking fees, tips, travel insurance, etc.)



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Reimbursement Terms:

- Maximum reimbursement amount for the grant program will not exceed actual expenses incurred.
- To be eligible for reimbursement, participants must participate in the entire leadership development program training program and sign the completed Leadership Development Daily Attendance Sheet.
- Reimbursements will be made in the currency of the domicile of the multiple district/district, except when the best interests of the association 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 Association does not have a bank account in the country of the multiple district/district.
- 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.

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.

Leadership Development District Grant Program Reimbursement Checklist

NOTE: Reimbursement claims missing all, or part of the items listed below will not be processed.

- ☐ 2020-2021 Leadership Development District Grant Program Reimbursement Form
- ☐ Itemized invoices and receipts, ensure currency used is legible. Please do not convert currency
- ☐ Completed Leadership Development Daily Attendance Sheet with all participant and faculty's signatures.
Ensuring each participant and faculty's first name, last name, club number, membership number and signature is on the Leadership Development Daily Attendance Sheet.
- ☐ Leadership Development Final Evaluation Report
- ☐ Please send all documents to:
By email to the Leadership Development Division at leadershipdevelopment@lionsclubs.org

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



2020-2021 Leadership Development District Grant Program Reimbursement Form

District #: _____

Location of Training: _____

Date of Training: _____

Type of Training:

☐

zone chairperson workshop

☐

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 District Grant Program Reimbursement Policy. I understand that by virtue of signing this reimbursement claim, it becomes a part of the Association'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 will not be eligible for reimbursement.

Global Action Team - Global Leadership Team (GLT)
Coordinator 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 district.

Date	Merchant/Seller	Purpose	Amount
Currency Used:		Total Expenses:	

Use additional
forms as needed.

Submit completed Leadership Development District Grant Program Reimbursement documents to the Leadership Development Division at Lions Clubs International.

By email: leadershipdevelopment@lionsclubs.org

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

For Leadership Development Division Staff Use Only:

Reimbursement Payable to: _____

Account	Purpose	Currency Paid	US Amount
6810-536000	LD 2021 D _____		
Reviewed by:		Approved by:	



Leadership Development Daily Attendance Sheet (Information below will be reported to Lions Clubs International. *)

Multiple District/Single District/District # _____ Country: _____ Date of Institute/Training: _____

Location of Institute/Training: _____ Type of Institute/Training: _____

If the participant list is missing membership numbers and/or signatures, the list will not be accepted. Your final reimbursement may be reduced if Lions Clubs International is not able to verify the participant information.					My signature below confirms my attendance at the above institute/training program and my photo consent. *			
	Name	Title	Club Number	Member Number	Photo/Video Consent* (signature)	Day 1 (signature)	Day 2 (initial)	Day 3 (initial)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Photo Consent: By signing this form, you authorize that any photographs/videos taken of you at this institute/training can be used by Lions Clubs International for the purpose of printed, digital, video or other mediums for the purposes of promotion and publicity for Lions Clubs International. Those images shall be the property of LIONS CLUBS INTERNATIONAL for all use.

*Reporting: The information shared will be recorded to ensure individual Leos and Lions are given credit for attending training events. If you have any questions on how this information will be used, contact Leadership Development (leadershipdevelopment@lionsclubs.org).

Global Action Team – GLT Coordinator: Completed training should be reported monthly via the Local Training Reporting Tool. The Local Training Reporting Tool is part of the “Learn” application within the Lions Clubs’ digital ecosystem. Access is available on the Lions Clubs International website by selecting the Member Login link and using your individual Lion Account login and password.



Leadership Development Final Evaluation Report

Final Evaluation Report

Submit a Final Evaluation Report including the following information:

1. A report of the overall training by the Global Action Team – GLT district coordinator, including recommendations for program improvements and/or topic suggestions.
2. Required signature: Training Coordinator is required to sign below

☐ I understand that by virtue of signing this final institute evaluation report, it becomes a part of the Organization's official records. My signature confirms that I have received and reviewed the final institute evaluation report and to the best of my knowledge and belief, all information has been provided.

Printed Name

Signature

Date