



Leadership Development District Grant Program Reimbursement Form

What is the maximum reimbursement amount for the Leadership Development District Grant Program?

USD \$500.00 for expenses related to the training of zone chairpersons 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 September 30, 2023. Incomplete applications and applications submitted after this date may not be accepted.

What is the reimbursement process?

The final reimbursement will be paid upon review of the Leadership Development District Grant Program Reimbursement Form and required documentation (see checklist on the next page).

Incomplete reimbursement claims will not be processed. The Leadership Development Division must receive all documentation within 60 days of completion of the training. Claims received more than 60 days after the completion of the training, 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 – receipt must include itemized list of food and beverages served
- Program materials and supplies
- Meeting room and audiovisual equipment rental

Not Eligible

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

Reimbursement Notes

- Maximum reimbursement amount for the *Leadership Development District 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 training and sign the completed *Leadership Development Daily Attendance Sheet*.
- Reimbursements will be made in the currency of the domicile of the multiple district, single district, sub-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.



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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

- ☐ A completed [Leadership Development District Grant Program Reimbursement Form](#)
- ☐ Itemized invoices and receipts. Ensure currency used is legible. Please do not convert currency.
- ☐ Final Summary:
The [Leadership Development Training Final Summary](#) should be filled out in its entirety and include recommendations for improving and/or adding content.
- ☐ Completed [Training Attendance and Consent Form](#) with faculty and participant signatures.
The GLT Coordinator is responsible for ensuring each participant and faculty's first name, last name, club number, membership number, and signature is on the [Training Attendance and Consent Form](#).
- ☐ Report the completed training in [Learn](#)
GLT Coordinators must report the completed training, including faculty and participant names, using the Manage Training feature of the "Learn" application using their Lion Account.
- ☐ Optional:
Photos – ensure that the photo consent is provided by way of signature on the Training Attendance and Consent Form. All photos should be labeled and identify all Lions in each photo.
- ☐ 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



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Training Information

District # _____ Date of training _____

Location of training _____

Type of training ☐ Zone Chairperson Workshop

GLT 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 District 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.

GLT Coordinator Name _____

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 multiple district, single district, sub-district, undistricted provisional district/region/zone.

Expense Category		Notes	Total
Hotel guest rooms (attach individual folios) – individuals responsible for incidentals (i.e., laundry, video rental, alcohol, including mini-bar in room, etc.)			
Meals and Breaks			
Program Materials and Supplies (photocopies, supplies, signage, postage)			
Meeting Room and Audio-Visual Equipment Rental			
Other (please specify expense in notes column)			
Currency Used		Total Expenses	

For Leadership Development Staff Use Only

Received by Leadership Development _____

Reimbursement Payable to _____

Account	Purpose	Currency Paid	USD Amount
6810-536000	LD2324 ZC D		
Reviewed By		Approved By	
Exchange rate		Total expenses (USD)	

Accounting Department - Please convert to local currency. See attached banking