

CHAPTER XXI
TRAVEL AND EXPENSE REIMBURSEMENT

The following travel and reimbursement policy apply to executive officers, past international presidents, international directors, past international directors and eligible past district governors, who incur travel expenses that are reimbursable by Lions Clubs International.

A. SPEAKING ENGAGEMENTS

1. Speaking Engagements within the Speaker's Constitutional Area

a. General Rules for Speakers

- (1) One official speaker that resides within the constitutional area is allowed for its district convention or similar district-wide function. If the requested or assigned speaker resides outside the constitutional area, authorization for the speaking engagement is required from the international president if it is within the respective speaker's mileage budget.
- (2) No additional speakers are authorized if a sub-district convention is held in conjunction with the multiple district convention.
- (3) A single or multiple district, inclusive of all its sub-districts, may extend an invitation to one executive officer per year.
- (4) If special circumstances exist that require visitation by more than one executive officer, authorization is required from the international president.
- (5) In the event speakers within a constitutional area are unable or unavailable to travel to a speaking engagement, speaker mileage budgets as needed can be transferred from speakers who are not able to travel to a speaker who can travel to the speaking engagement if both reside in the same constitutional area. Any such transfer must be accompanied by a letter of approval, signed by the speaker who is relinquishing his budget. If any such approval is withheld, the International President at his discretion may authorize the application for budget reassignment for his presidential year.
- (6) Speakers elected from and residing in constitutional area 1 and 2 shall be permitted to travel in both constitutional areas.
- (7) Transportation cost for official speaking engagements will be charged to the speaker's mileage budget.
- (8) Speakers shall be allowed to attend an event in a provisional or undistricted area if within their mileage budget.

b. Invitation Procedure and Order of Precedence for Speaking Engagements

- (1) A district (single, sub- or multiple) may extend an invitation directly to a prospective speaker for an authorized meeting. The international president may authorize exceptions to the invitation protocol. Eligible speakers, elected from and residing in the constitutional area from which the invitation is made shall be approved according to the following order of precedence:

- i. International President: The international president may travel to any Lions function in the world, provided that the expense falls within his budget. Such functions should be representative of the entire district (single or multiple).
- ii. Other Executive Officers: The immediate past international president and the international vice presidents may travel to authorized meetings and other Lions functions within the limits of their respective constitutional areas. Travel to a Lions function outside of their respective constitutional areas should be within their respective budget.
- iii. Any past international president or, if none available, then,
- iv. Any international director or, if none available, then any past international director, or if none available, then,
- v. A past district governor residing in the single or multiple districts in which the meeting is to be held.
- vi. If a constitutional area does not have an acting past international president, an invitation can be made to a past international president from another constitutional area as long as the past international president has the mileage budget to support that request. International President approval would not be required.

c. Travel Department Assistance with Speaking Engagements

- (1) Travel requests should be routed through LCI Travel Department so staff can assist with planning.
- (2) Upon request, the Travel Department shall provide a list of eligible speakers who are available, subject to the above order of precedence.
- (3) A speaker request form may be completed and given to the Travel Department as soon as the request is received from the District Governor or Council Chairperson but must be completed and submitted to the Travel Department at least sixty (60) days prior to the meeting.
- (4) If the requested officer is unable to attend an event due to scheduling, the LCI Travel Department will work with the entire Executive Officer Team to determine if another officer is available. Video messaging can be provided from the Executive Officers to arrange live remote appearances.
- (5) Once the speaker selection is made, the Travel Department shall confirm the speaker's acceptance of the invitation.
- (6) The Travel Department shall send an acknowledgement of all invitations received to the individual initiating the invitation and the speaker.
- (7) The Travel Department will develop strategic routes that eliminate duplicate travel and reduce air time so officers have more time to speak, serve and connect with Lions which will also help reduce costs and the physical toll of extensive international travel.

d. Speaker Responsibilities

- (1) **General Responsibilities and Purpose.** To ensure meeting attendees receive significant benefit from having an official speaker, the primary purpose of an official speaker shall be to encourage membership growth and to promote and raise awareness to relevant and especially more recent association programs, policies, and achievements including LCIF and its programs and mission accomplishments. The speaker is encouraged to relate such topics in a way that can benefit, improve or inspire local clubs and districts hosting the meeting. Travel reimbursement and/or future speaking assignments may not be approved if a speaker presents on programs not affiliated with the association.
- e. **Discussion Meeting.** The host council as part of the official visit shall arrange a discussion meeting between the speaker and district leaders. The purpose of this meeting shall be:
- (1) To provide the speaker with an opportunity to inform the district leaders of recent developments at Lions Clubs International.
 - (2) To enable the district leaders to convey information about Lionism within the district, discuss ideas, solve problems, etc.
 - (3) To provide for a close personal exchange on any Lionism matters.
- f. **Visitation Form.** All official speakers for whom Lions Clubs International provides reimbursement of travel expenses are required to submit a visitation form, which must be included with your expense claim for reimbursement **only if the expense report is not submitted using the online reimbursement system (Certify).** Reimbursements will not be made without such report **when submitting the expense report in paper, excel, or pdf versions.**

Executive officers are not required to submit a visitation form.

- g. **District Obligations.** Expenses for the official speaker, including payment of hotel, meals and local transportation shall be the responsibility of the host district. Districts failing to meet these obligations shall be ineligible for future speakers until such debts are paid.

In the event that the speaker is eligible for a day of rest, hotel and meals will be reimbursed as provided under General Reimbursement Policy.

2. **Speaking Engagements within the Speaker's District (single, sub- or multiple)**

a. **Authorization**

No prior authorization from the international office is necessary to accept a speaking engagement within the single or multiple districts from which the speaker was elected and residing in. The cost of attending a district function will be charged against the budget.

If a speaker currently resides in a district in which he/she was not elected, the

speaker is eligible to speak in the district in which he/she currently resides only if no other speaker is available, according to the order of precedence. Expenses for the speaking engagement will be charged against the speaker's budget.

b. **Eligible Speakers.** Speakers shall be invited to (single, sub- or multiple) speaking assignments within their district according to the following order of precedence:

(1) Past international presidents and international directors may be eligible to attend functions held in their respective single or multiple districts, when the expenses fall within their respective budgets.

(2) Eligible Past International Directors

i. The two most recent past international directors elected from the multiple district shall be eligible to accept invitations for events held within their district. For multiple districts comprising large geographical areas, the international president may approve additional past international directors for eligibility.

ii. The table below shows the number of most recent past international directors who are eligible speakers based on multiple district membership as of the previous April 30th Cumulative Report:

Multiple District Membership	Eligible Speakers
> 20,000	Three
> 30,000	Four
> 40,000	Five

iii. In the event an eligible past international director does not use his in-district budget in any given year, any other past international director from the same multiple district, not currently eligible to receive a budget, may apply on an annual basis to International Headquarters to assume that budget. Any such application must be accompanied by a letter of approval, signed by the past international director who is relinquishing his budget and any intermediate past international directors. If any such approval is withheld, the International President at his discretion may authorize the application for budget reassignment for his presidential year.

B. BUDGETS FOR LIONS LEADERSHIP

1. **Past international presidents, international directors, and past international directors.** Annual budgets will be established for each past international president, international director, and eligible past international director to allow for expense

reimbursement for association related needs, including district or multiple district activity when expense complies with the General Reimbursement Policy (Paragraph C. of this policy). Annual budgets will be based on the following:

a. Past international presidents

(1) In-district budget

US\$10,000

(2) Budget for mileage to attend pre-authorized meetings outside of district/MD and to attend honorary committee meetings as called by the International President

40,000-mile budget per fiscal year for attendance at pre-authorized meetings. For special circumstances the international president shall have the authority to approve up to 10,000 additional miles. For large geographical areas, the international president may authorize an additional 20,000 miles.

b. International directors

(1) In-district budget

US\$2,200 plus US\$.15 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US\$3,200 and a maximum of US\$9,000.

(2) Budget for mileage to attend pre-authorized meetings outside of district/MD

40,000-mile budget per fiscal year for attendance at pre-authorized meetings outside of their single or multiple district. The international president may approve an additional 10,000 miles in special circumstances. For large geographical areas, the international president may authorize an additional 20,000 miles.

Shall be eligible upon invitation to attend single district or multiple district council meetings outside their respective single or multiple district, but within their own constitutional area and within their 40,000-mile budget, where there is no director, or when special circumstances require it. A copy of the invitation letter or a speaker request form must be received with the claim in order for payment to be made for the expenses incurred.

c. Eligible past international directors

(1) In-district Budget

US\$.12 per member as reported on the April 30th Cumulative Report from the preceding year, within their single or multiple district with a minimum of US\$1,200 and a maximum of US\$4,000. See paragraph A.2.b.(2) for description of eligible past international directors.

- (2) Budget for mileage to attend authorized meetings outside of district/MD**
 10,000-mile budget per fiscal year for attendance at authorized meetings outside of their single or multiple district. For special circumstances the international president shall have the authority to approve up to 5,000 additional miles. For large geographical areas, the international president may authorize an additional 10,000 miles.

Upon invitation, a past international president, international director, and past international director may attend any Lions related event in any other multiple district within the country of his/her resident at which he is not the official speaker. The expenses will be charged to his in-district budget. A copy of the invitation must be submitted with their expense claim for reimbursement.

- d. **Gift Allowance.** When an past international president, international director, or past international director is assigned to travel to a function outside his single or multiple district and is expected to present a gift at such function, he shall be entitled to reimbursement for the actual expense of any such gift up to the cost of US\$75.

C. GENERAL REIMBURSEMENT POLICY

The following general rules and regulations apply to expense accounts submitted, in connection with the foregoing speaker and travel engagements by past international presidents, international directors, eligible past international directors and others serving on the board by appointment. No expenses, except those specifically covered in these reimbursement rules may be charged in the name of the individual traveling on behalf of the association, nor billed to or paid by the association. Travelers are expected to spend association funds prudently and plan appropriately so costs do not exceed budgetary limitations. It is the traveler’s responsibility to report his or her actual travel expenses in accordance with the regulations set forth in this policy.

1. Expense Claim Submissions

- a. For timely reimbursement, claims should be submitted by the expense claim due date shown in the chart below. Claims that are submitted after the deadline for submission may be reviewed and approved by the Treasurer on an exception basis.

Month	Expense Claim Due Date	Deadline for Submission
July	August 20th	October 20th
August	September 20th	November 20th
September	October 20th	December 20th
October	November 20th	January 20th

November	December 20th	February 20th
December	January 20th	March 20th
January	February 20th	April 20th
February	March 20th	May 20th
March	April 20th	June 20th
April	May 20th	July 20th
May	June 20th	August 20th
June	July 20th	September 20th

- (1) To obtain reimbursement for association related travel expenses, the traveler must:
- (2) Submit a signed official expense claim form with all itemized receipts;
- (3) Have a zero balance to show that payment has been made;
- (4) If using an online expense report, a digital signature and scanned copies of itemized receipts are acceptable;
- (5) Reimbursement will be made in local currency or per banking instructions.

- b. Receipts are required for expenses of US\$75 or greater, unless otherwise required by local regulations.
- c. A completed visitation form must be included with your expense claim for reimbursement related to official speaking assignments.
- d. Your travel itinerary, proof of payment and any other documentation provided by the carrier are required for reimbursement.

2. **Transportation by Air**

Traveler should make travel arrangements through the association's preferred travel agent. In the event the association does not have a local travel agent, the traveler must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. Please note that no more than two executive officers or two administrative officers shall travel on the same flight.

Authorized travelers may make use of upgrades to the class of service for which they are eligible and may always elect to travel at a less expensive class of service.

The class of travel for transportation by air is economy class unless otherwise noted below:

a. First class in a three class cabin

(1) President and accompanying adult companion

First class

(2) President

(3) Immediate Past International President

(4) First Vice President

(5) Second Vice President

(6) Accompanying adult companion of the above

b. Business class in a three class or two class cabin

(1) Immediate Past International President

(2) First Vice President

(3) Second Vice President

(4) Third Vice President within a 75,000-mile budget per fiscal year.

(5) Past International President

(6) Accompanying adult companion of the above

Business class

(1) Third Vice President within a 75,000-mile budget per fiscal year

(2) Past International Presidents with an upgrade allowance allowable equal to the difference from the actual upgraded ticket cost less the lowest available business class fare and subject to applicable tax reporting and treatment

c. Business class on flights with total flying time for roundtrip travel exceeds ten hours not including time on the ground for connecting flights

(1) International Directors

(2) Board Appointees traveling to board meetings and convention, other than Past International Presidents

(3) Past International Directors

(4) Administrative Officers

(5) Accompanying adult companion of the above

d. Coach Economy Class with highest upgrade allowable to Premium Economy allowable when total flying time for roundtrip travel exceeds ten hours not including time on the ground for connecting flights

(1) Global Action Team Leaders except Past International Presidents who are covered above

(2) District Governor Elect Seminar Group Leaders and Associates

e. In addition, the following should be taken into account for reimbursement:

(1) Airfare will be reimbursed based on actual costs.

(2) Ticket change fees are reimbursed if required and authorized in advance by the association.

(3) Electronic tickets are to be used when available.

(4) Airline tickets should be procured at least 14 days in advance in order to obtain any discounts offered by the carrier or negotiated by the association.

(5) If the authorized class of service is not available for Business Class travelers only, the traveler is authorized for the next highest available class of service at

the lowest logical fare by the most direct route for the higher class of service and period of travel.

- (6) Use of personal aircraft requires the advanced approval of the association.
- (7) When travel includes a connection of six hours or more, the traveler is permitted one hotel room night. One night hotel (see E.h.) and meal expenses will be reimbursed according to the General Reimbursement Policy for Hotel and Meals. The traveler is also entitled to one room night if the traveler experiences a delay or a canceled flight that results in an additional six hours or more of layover time.

- 3. **Other Forms of Transportation.** Rail or bus transportation may be used when convenient and it is the least costly transportation available. Advance approval should be obtained to ensure reimbursement of expenditures. Taxicabs will be reimbursed for actual expenses incurred, including tips.
- 4. **Automobile Travel.** The standard mileage reimbursement rate is US\$.50 per mile (US\$.31 per kilometer), which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

A traveler may drive when convenient and it is the least costly transportation available. The cost of meals, lodging, parking, mileage, tolls, taxis, ferries and transportation costs incurred while in transit may be reimbursed, if such costs do not exceed the cost of round trip airfare, based on the authorized class of service. Advance approval should be obtained to ensure reimbursement of expenditures.

- 5. **Rental Cars.** Car rental services may be used when the total cost is less than or equivalent to other means of transportation. Cost includes rental, gasoline, tolls, parking and other related expenses. Such costs shall not exceed the cost of round trip airfare, based on the authorized class of service and round-trip cost to/from airports. Advance reservations should be made whenever possible and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip and for purchasing comprehensive physical damage coverage (usually referred to as “Loss Damage Waiver (LDW)”) from the rental company. Any loss or damage to the rental vehicle is the traveler’s personal responsibility, as the association will not reimburse a traveler or rental company for such an expense.
- 6. **Day of Rest for Extended Travel.** When traveling to a speaking assignment, board meeting or international convention and flying time for round trip travel exceeds ten hours, not including time on the ground for connecting flights, travelers are allowed a day of rest at the site of the meeting. One-night hotel (see E.h.) and meal expenses will be reimbursed.
- 7. **Companion Transportation and Transportation of Other Family Members.** The transportation expenses of an accompanying adult companion shall be reimbursed according to the preceding paragraphs only when the trip is categorized as being in the

interest of Lions Clubs International. This is construed to mean travel in connection with invitations to speaking engagements, board meetings, international conventions and other authorized trips specified as important and meaningful for the adult companion to attend. Reimbursement will be limited to an adult companion.

8. **Hotel.** The cost of a double room shall be reimbursed when paid for by international directors, past international presidents and eligible past international directors. International directors and past international presidents shall be reimbursed the cost of a one-bedroom suite at his own single or multiple district convention.
9. **Meals.** Reimbursement will be made for the actual amount spent, excluding alcoholic beverages. The cost of each meal is to be listed on the appropriate provided association form. For meals where reimbursement is requested for guests, their names are to be listed on the expense claim form or on the attached receipt. Itemized receipts shall be required for all meal expenses.
10. **Personal Expenses.** Should the association pay for expenses that are personal to an officer, past international presidents, international directors, eligible past international directors and others serving on the board by appointment, the Lion shall be billed. Payment shall be deducted against any outstanding expense claims. In the event the traveler does not have outstanding claims, a bill for the personal expenses will be issued. All personal expenses are to be paid within 30 days of the date billed.
11. **Reimbursable Expenses.** Reimbursement of expenses will be provided for the following items when accompanied by appropriate documentation unless specified otherwise.
 - a. **Transportation**
 - (1) Airfare
 - (2) Airport Tax
 - (3) Parking
 - (4) Train fare
 - (5) Bus fare
 - (6) Taxi
 - (7) Car Rental
 - (8) Mileage
 - (9) Tolls
 - (10) Ferry
 - b. **Meals & Lodging**
 - c. **Forums.** Transportation will be provided only for past international presidents, international directors, and board appointees (and accompanying adult companion) from the constitutional area in which the forum is held.
 - d. **Other**

- (1) Tips
- (2) Laundry and or dry cleaning services
- (3) Bank fees
- (4) Visa charges
- (5) Passport photographs
- (6) Excess baggage
- (7) Registration
- (8) Hospitality books
- (9) Meeting room rentals
- (10) Audio/visual rental
- (11) Telephone & fax
- (12) Internet
- (13) Postage/courier
- (14) Office supplies
- (15) Printed matter (stationary, business cards, & copies)

12. **Non Reimbursable Expenses.** The following expenses will not be reimbursed.

- a. Ticket change fees if not authorized in advance
- b. Alcoholic beverages
- c. Hotel fitness and recreational facilities
- d. Hotel movie rentals
- e. Entertainment expenses
- f. Beauty salon services
- g. Greeting cards & personalized cards
- h. Banners

D. SPECIAL ASSIGNMENTS

Under unusual circumstances, the international president may designate special assignments and such expenses charged against the special assignment budget. The president-elect will submit a special assignment budget each June. The Finance and Headquarters Operation Committee shall review expenses charged against this budget at each of its meetings. Allowable expenses shall be charged against the special assignment budget.

E. ACCIDENTAL DEATH AND DISMEMBERMENT/TRAVEL MEDICAL INSURANCE

The association provides all officers, past international presidents, international directors, past international directors, and district governors with travel medical and accidental death and dismemberment insurance which provides protection during travel on Lions business when the member is outside of his country of residence. A summary description of the plan coverage and additional information is available from the Legal Division.

F. NEW DIRECTOR ORIENTATION

Each newly elected international director shall be reimbursed for the expense of travel and lodging in accordance with the General Reimbursement Policy, for a visit to the international headquarters in Oak Brook, Illinois, USA, for orientation purposes. Such visit shall, where possible, be made in connection with some other authorized travel and prior to the October/November board meeting. The international president shall approve the duration of the visit and any related travel and lodging expense reimbursement.

G. COMPANION TRAVEL RESPONSIBILITY AND REIMBURSEMENT

1. An adult companion, other than a legally recognized spouse, accompanying a past international president, international director, past international director, board appointee or official speaker to speaking assignment(s), board meeting(s) or international convention shall require the approval of the international president at the beginning of each year.
2. Travel will be reimbursed according to the General Reimbursement Policy if the adult companion is present at scheduled Lions Clubs International functions and events. Reimbursement will not be provided if the adult companion does not attend scheduled functions and events.