

PART III. RULES OF AUDIT

Rules of Audit

Reimbursement of Expenses of the members of the Governors' Council, Vice District Governors, Region Chairpersons, Zone Chairpersons, Appointed Committees Chairpersons, Coordinators and Members and other Lions while carrying out Official Activities authorized by the Constitution and By-Laws or Governors' Council, shall be in accordance with the Rules of Audit as set forth in this Policy & Procedures Manual. When the Policy & Procedures Manual provide for the reimbursement of expenses, the following Rules shall determine the functions for which expenses are allowed and the amount to be reimbursed for each item of expense.

Expense Claim Form

All Claims for the reimbursement of expenses shall be submitted on the Expense Claim Form supplied by the Multiple District and the required vouchers and other documents must be attached to the Claims.

Presentation of Claims Claims for expenses incurred during the Lions' year must be received by the Multiple District Secretary/Treasurer no later than the last day of the month immediately following the end of the Lions' year.

SECTION 1 Transportation

a) The allowance on a per kilometre basis shall be as determined by the Governors' Council ***Approved \$0.26/kilometre for 2008-2009, (note A5 rate will be \$0.27/kilometer)

b) Long Distance Travel: For trips longer than one thousand (1000) kilometres, reimbursement will be based on the least expensive option comparing airfare with private auto mileage.

c) Transportation by Bus, Airline, Ferry or Rail will be paid (not to exceed the cost of an economy class ticket). Vouchers, copy of electronic ticket verifications or the ticket stub showing the price, must be attached to the expense claim.

SECTION 2 Accommodations

The allowance per night's lodging shall be as determined by the Governors' Council, A One Hundred and Sixty (160) kilometers one-way distance or a total round trip travel time of five (5) hours on any given day must have been travelled to be eligible to claim for Hotel expense. Any deviation is subject to the Governors' Council approval. (2008-09 rate maximum will be \$75.00)

SECTION 3 Meals

The allowance for each day's Meals shall be as determined by the Governors' Council.

SECTION 4 Highway, Ferry and Bridge Tolls

Use of toll roads, bridges and ferries when the use will expedite travel on behalf of the Multiple District will be reimbursed at cost. A copy of the ferry, bridge or highway receipt must be attached to claims. Electronic tolls will be allowed up to four (4) months of date of highway use but only if the bill is submitted within thirty (30) days of receipt.

SECTION 5 Long Distance Telephone Calls

Long Distance Telephone Calls will be paid when they must be made for Multiple District purposes. The original or a copy of the Telephone Company's Invoice must be submitted showing the date of each call, the name of the person called and the purpose of the call. An itemized statement giving the same details may be accepted.

SECTION 6 Postage

A reasonable amount will be allowed for Postage.

Functions for which Expenses can be Claimed

SECTION 7 Sub District Officer Expenses

Vice Governors, Region Chairpersons (if any) and Zone Chairpersons may claim Rules of Audit reimbursement of expenses for attending the following functions:

1. Sub District Cabinet Meetings

Vice Governors, Region Chairpersons (if any) and Zone Chairpersons may claim rules of audit reimbursement for attending four (4) District Cabinet Meetings in his/her Sub District held by the District Governor.

2. Region Rally or Regional Meeting

The Vice Governor may claim Rules of Audit reimbursement for one (1) Regional Meeting held in each Region of his/her Sub District.

The Region Chairperson (if any) and Zone Chairperson may claim rules of audit reimbursement for attending one (1) Region Rally or Regional Meeting held in his/her Region.

3. Zone Advisory Meetings

The Vice Governor may claim Rules of Audit reimbursement for attending one (1) Zone Advisory Meeting in each zone in his/her Sub District. The Region Chairperson (if any) may claim Rules of Audit reimbursement for attending one (1) Zone Advisory Meeting for each Zone in his/her Region. The Zone Chairperson may claim Rules of Audit reimbursement for four (4) Zone Advisory Meetings, which he/she holds in his/her Zone.

4. Visits to Clubs

Zone Chairpersons may claim reimbursement (except for meals)* for one (1) visit to each Club in his/her Zone, excluding his/her own club (* Only if no meals are served, rules of audit for meals apply).

The Region Chairpersons' reimbursement (except for meals)* shall be based on the number of clubs in each Region Chairperson's Region. The duties and responsibilities of the Region Chairperson shall be determined by each District Governor, having regard for the duties and responsibilities as outlined in the MD"A" Policy Manual, but not limited to those listed, recognizing that each District may have unique needs and therefore have a different use for that position. (* Only if no meals are served, rules of audit for meals apply).

The Region Chairperson may claim Rules of Audit reimbursement for one (1) additional visit in the Region when such a visit has been previously authorized for good reason by the District Governor.

5. Extension

The Vice Governor, Region Chairperson or Zone Chairperson may claim Rules of Audit reimbursement for a Charter Presentation occurring in the Sub District (VG), his/her Region (RC) in his/her Zone (ZC). The Vice Governor, Region Chairperson or Zone Chairperson may claim Rules of Audit reimbursement for the specific purpose of Building a New Club or Rebuilding an established Club when the District Governor deems such a visit will be of real value to the District and gives his/her prior approval for the visit.