

## **REIMBURSEMENT PROCEDURE (RULES OF AUDIT)**

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 kilometer basis shall be as determined by the Council of Governors
- b) Long Distance Travel: For trips longer than one thousand (1000) kilometers, 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 Council of Governors. 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 traveled to be eligible to claim for Hotel expense. Any deviation is subject to the Council of Governors approval.

### **SECTION 3: Meals**

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

### **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 service 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.

### **SECTION 7: Sub-district Officer - Functions for which Expenses can be claimed**

1<sup>st</sup> Vice District Governors, 2<sup>nd</sup> Vice District Governors, Immediate Past District Governor, 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**

1<sup>st</sup> Vice District Governors, 2<sup>nd</sup> Vice District Governors, Immediate Past District Governor, 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 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District 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 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District 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 this 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 1<sup>st</sup> Vice District Governor, 2<sup>nd</sup> Vice District 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.

## **6. Council of Governors Meetings**

- Governors - As three Council meetings are reimbursed by LCI, the Council of Governors may claim Rules of Audit reimbursement to attend a fourth Council meeting (if held). Rules of Audit will apply to the Council Meeting closest to his/her residence.
- 1<sup>st</sup> Vice District Governors - The 1<sup>ST</sup> Vice District Governor will be allowed Rules of Audit for attending the Council Meetings. *(When attending Council Meetings the 160 km. Rule will not apply.)*

## **7. Officer School - Sub District/Cabinets**

The Sub-District will conduct a full day Cabinet Officer seminar during the Officers' term of office. Region and Zone Chairpersons may claim Rules of Audit. Rules of Audit will not apply to any Officer-elect.

## **SECTION 8: Multiple District Convention Expenses**

District Governors-elect should be allowed up to 3 days of Rules of Audit (to include expenses usually covered by Council Meeting Rules) in order to receive training and participate in the functions of the Convention.

Others reporting to Council (unless shown otherwise in their job description) should receive up to 2 days Rules of Audit reimbursement in order to fulfill their roles.

## **SECTION 9: Protocol Aide Reimbursement**

The Protocol Aide and his/her spouse/adult companion for the International Guest(s) attending the Multiple District Convention shall be reimbursed the following expenses where such expenses are not covered by Lions Clubs International:

- √ Travel expenses in accordance with Rules of Audit
- √ Payment of actual expenses for meals and accommodation
- √ Payment of actual out-of-pocket expense for any other required official duty

Expense entitlements shall apply to expenses incurred for the International Guest and adult companion and the Protocol Aide and adult companion/partner in accordance with the Multiple District Rules of Audit.