



**LIONS OF VIRGINIA MULTIPLE DISTRICT 24
EXPENSE CLAIM FORM**

Name						
Street Address		Dist 24		Region		Zone
City / State				For Month Ending		

Code	Date	Reason for Trip	Lodging		Meals		Travel		Total Cost Of Trip
			Nts	Cost	No	Cost	Miles	Cost	
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
Total for Quarter → → →									\$ -

Date	Other Expenses	Cost	Other Expenses	Cost	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total for Quarter → → →					\$ -

Claimant Signature		Date
	Claimant	
Approved By		Date
	District Governor	
List Exceptions		

Postage	
Miscellaneous - Itemize	

Grand Total for Quarter Plus or Minus Exceptions	\$ -
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Net Paid → → →	\$ -
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**RULES OF AUDIT
GOVERNING REIMBURSEMENT OF EXPENSES**

- 1 **TRANSPORTATION** -- Allowable transportation will be reimbursed on the basis of .50 cents per mile for distance traveled regardless of mode of transportation. Tolls and parking will be paid with receipts, please list these items under other expenses.
- 2 **LODGING** -- Single occupancy rate, including tips, not to exceed \$75 per day.
- 3 **MEALS** -- Actual cost, including tips not to exceed \$25 per meal excluding alcohol must have receipts.
- 5 **POSTAGE** -- Reimbursement will be made for postage expended on business of Virginia Lions.
- 6 **STENOGRAPHIC EXPENSES** -- A reasonable amount when required for typing or duplicating official mail.
- 7 **VISITATIONS** -- A Zone Chairman or Vice District District Governor may be reimbursed for only one official visit to each club in his Zone or Region, unless specifically requested by his District Governor to make addition visits for a special purpose. In addition to the official visits specified above, each Zone Chairman or Vice District District Governor will be reimbursed for expenses to each Zone Advisory Committe meeting held in his respective Zone of Region. Also for each Cabinet Meeting called by the District Governor. Cabinet Secretary-Treasurer and District Chairman may be reimbursed for visits specifically authorized by the District Governor.
- 8 **FALL CONFERENCE, STATE CONVENTION and COMMITTEE MEETINGS:** A Zone Chairman, Vice District District Governor, or Cabinet Secretary-Treasurer will be reimbursed for allowable expenses for official attendance at his District Governor's Fall Conference, and the State Convention. District Committee Chairmen may be reimbursed only for such attendance if specifically authorized by the District Governor or the Council of Governors.
- 9 **PRESENTATION OF CLAIMS:** -- Expenses are to be rendered on the official forms, properly itemized and accompanied by the necessary vouchers. All Claims must first be approved by the Claimant's District Governor. All claims against the Virginia Association of Lions Clubs should be reported quarterly.
- 10 **CODING:** -- All expenses must be coded to the proper budget item as follows:
 - C** Council Meeting
 - F** Fall Conference
 - O** Official Visit - See rule No. 7
 - Z** Zone Advisory Committee Meetings
 - C** Cabinet Meetings
 - G** District Governor's specific request
 - S** State Convention
 - U** USA Canada Forum
 - I** International Convention
 - X** (Write In Committee as Specified under Rule 8)

NOTE: MAIL ORIGINAL AND ONE COPY TO DISTRICT GOVERNOR MONTHLY. ATTACH RECEIPTS OR VOUCHERS FOR EXPENSE CLAIMS FOR STATE TREASURERS RECORDS. PAYMENT OF CLAIMS ARE SUBJECT TO BUDGET LIMITATIONS.