



## Lions of Virginia Multiple District 24 Expense Claim Form

Name	District	For Month Ending
Address	Region	
City/St	Zone	

Code	Date	Purpose	Lodging # Nights	Allowed	# Meals	Meals Allowed	Travel Miles	Allowed	Total Cost of Trip
Total for this section									

Date	Other Expenses	Cost	Date	Other Expenses	Cost	Line Total
Total for this section						

Miscellaneous Itemized	Cost
Total for this section	

Claimant Signature

Date

Approved By

Date

Exceptions

Total  
Exceptions

Grand Total  
Minus Exceptions

Net Paid

**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. Airfare, train or bus will be paid at Economy Plus rate. 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 \$100 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 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 additional visits for a special purpose. In addition to the official visits specified above, each Zone Chairman or Vice District Governor will be reimbursed for expenses to each Zone Advisory Committee 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 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.**