

## APPENDIX B

### **DISTRICT RULES OF AUDIT** GOVERNING REIMBURSEMENT OF EXPENSES FOR DISTRICT OFFICERS

**PRESENTATION OF CLAIMS:** Expenses are to be rendered on the forms provided, itemized and accompanied by the necessary receipts. **All claims must be submitted monthly, by the 20<sup>th</sup> of the following month. Any claim delayed more than 60 days will be subject to Cabinet approval.** Charges for items other than those covered by these Rules will not be recognized as just claims against the District and therefore will not be honored.

#### **TRANSPORTATION: NO PAYMENTS MADE FOR TRIPS OUTSIDE THE DISTRICT**

A. **Auto** – may be used on 50 cents (US) per mile or 38.4 cents (US) per kilometer basis, while traveling to clubs in the US or Canada. When more than one Lion authorized reimbursement travel together, only one Lion will receive reimbursement. (When Rental Cars are used—claims will be paid up to the full mileage rate.)

B. **Rail** – first class railroad fare will be reimbursed. Cancelled transportation ticket required.

C. **Plane** – reimbursement will be made on the basis of economy fares. If private plane is used, reimbursement will be made on the basis of regular air-fare or 50 cents (US) per mile or 38.4 cents (US) per kilometer if cost of regular plane is not available. Cancelled transportation ticket required.

#### **TRANSPORTATION WILL ALWAYS BE BY THE MOST ECONOMICAL MEANS UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY THE DISTRICT GOVERNOR.**

**CLUB VISITS:** Zone Chairmen may be reimbursed for one official visit in their respective zones to each active club, with the following exceptions:

1. Organizational visits to prospective new clubs not yet chartered.
2. Charter nights of new clubs and 25<sup>th</sup> & 50<sup>th</sup> Charter anniversaries.
3. Special additional visits to seriously weak clubs requiring their attention. Reimbursement for such additional visits will be subject to the approval of the District Governor and if desired, approval can be obtained by correspondence in advance.

REIMBURSEMENT TO ANY OTHER DISTRICT OFFICER FOR VISITS TO CLUBS OTHER THAN THOSE MENTIONED ABOVE, WILL BE MADE ON A CASE-BY-CASE BASIS. SUCH VISITS ARE SUBJECT TO PRIOR APPROVAL BY THE DISTRICT GOVERNOR.

**HOTEL:** Maximum allowance is \$75 (US) per day. Itemized receipt required.

**MEALS:** Maximum allowance is \$25 (US) per day. Meals must be listed on the claim. Itemized receipt required. Conference & Convention Registration Fees will be authorized in lieu of individual meal receipts.

**STENOGRAPHIC/REPRODUCTION EXPENSE:** A reasonable amount of reimbursement on a monthly basis, provided the necessity thereof is shown and the expenses were actually incurred.

**TELEPHONE/TELEGRAMS:** Cost of telegrams and telephone calls made for District business may be reimbursed. All claims to be itemized, showing the person, purpose and date. Copy of phone bill is to be attached to the claim.

**POSTAGE:** A reasonable amount will be allowed and the postage charged should cover mailings pertaining to administering clubs within the District on behalf of the District only. A general statement as to purpose of the mailings should be included.

**CABINET MEETING/DISTRICT CONVENTION:** Reimbursement will be made to the Cabinet Officers for attendance at four cabinet meetings, not to exceed two days each, and four days for the Midwinter Conference and Annual Convention.

**DISTRICT/CLUB OFFICER/MEMBER TRAINING SESSIONS:** Reimbursement can be made not to exceed two days attendance at Zone training sessions in respective zones for zone chairmen. Selected Lions or District Chairmen participating in the program will also be eligible for reimbursement.

