

# Claim Form Instructions

## Travel Expense Claim Form

- Use the District Governor Expense Reimbursement Policy in completing claim.
- Record date of visit/meeting in first column.
- Record meeting code in third column (use legend in top right corner of claim form)
- For non-US claims, meal, hotel and transportation costs are to be submitted in local currency.
- For non-US claims, miles/kilometers and office expenses will be in US dollars and converted at bottom of claim into local currency.
- Round to the nearest whole number for miles/kilometers driven.
- For non-US claims enter the LCI exchange rate in effect for the date the claim is being submitted to headquarters. Use the link to left of cell. NOTE: This is for an Excel format submission only.
- District Governor signature only required (except for the Governors in India) when a representative has traveled on their behalf, then both the Governor and representative must sign.

### Expense Claim

By the 20<sup>th</sup> day following the reporting month, the following documentation must be submitted to Lions Clubs International:

- District Governor's Travel Expense Claim (C-30)
- District Governor's Meeting/Visitation Report (M-26) required for all meetings/visits
- Include appropriate hotel, meal and transportation receipts.

These documents should be sent to:

Lions Clubs International

English Language Department

300 W. 22<sup>nd</sup> Street

Oak Brook, Illinois 60523-8842, USA

Email: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)

Fax: 630-571-1693

### Transportation

If an automobile is used for travel, the total claim cannot exceed the cost of economy airfare. Tunnel, toll road, parking, ferry, bus, taxi and train charges may be claimed in addition to your mileage allowance. Receipts are required. Airline passenger coupon/ticket, e-ticket itinerary along with the proof of payment by credit card slip travel agency receipt showing payment, or copy of the canceled check must be submitted with the expense claim.

### District Governor's Representatives

Only a first or second vice district governor can be authorized by the district governor to make visits on their behalf. Payment to these representatives will be based on District Governor Expense Reimbursement Policy. All claims are to be signed by the governor and representative.

### International President or Vice Presidents Visit

When the current international president or vice presidents visit your single or sub-district, your expenses will be paid for attending the meeting to which they are invited. There is no provision for paying a governor's expenses while traveling with international officers or for the planning of these visits. Please see the District Governor Expense Reimbursement Policy for further information.