



## District Governor Travel Expense Claim Form Instruction Tips

*Be sure to read the District Governor Expense Reimbursement Policy found in the Board Policy Manual, Chapter IX, Paragraph B.*

### Expense Claim Completion Process

1. When completing the District Governor's Travel Expense Claim (C-30), remember to:
  - Include appropriate hotel, meal and transportation receipts
  - Record date of visit/meeting in first column
  - Round to the nearest whole number for miles/kilometers driven.
  - For non-US dollars: miles/kilometers will be in US Dollars and converted at bottom of claim into local currency.
  - For non-US dollars claims: meal, hotel and transportation costs are to be submitted in local currency
  - For non-US claims: enter the LCI exchange rate in effect on the date when the claim is being submitted to headquarters. Click on the link to the left of cell titled "Exchange Rate."

*Note: This is for the Excel format submission only.*

- District Governor signature is only required (except for the governors in India) when a representative has traveled on their behalf, then both the governor and representative must sign.
- For claims submitted via fax or standard mail, a physical signature is required.
- For claims submitted via email from the address registered with the association it is accepted as an electronic signature.
- Please submit one (1) Travel Expense Claim (C-30) for an entire month (expenses for the 1<sup>st</sup> day of the month thru the last day of the same month).
- All event codes must be reported on the same travel expense claim for the month
- For multiple day events, report the total of all expenses for each expense type as noted below on one (1) line e.g.:

**DATE OF VISIT:** e.g. 7/19 – 7/20

**CLUB NAME/MEETING:** e.g. Council of Governor Meeting

**MEALS:** Total of meals for the days (your itemized receipt(s) will provide the details required)

**HOTEL:** Total of all nights (your itemized receipt(s) will provide the details required)

**AIRFARE:** See Transportation section on page 2

**OTHER:** See Automobile in the Transportation Section on page 2.

**AUTOMOBILE:** See Transportation section on page 2 (Should be your round trip for the meeting. It is not necessary to use separate lines for "mileage to/from a council of governor meeting).

## Submitting Expense Claim

The District Governor's Travel Expense Claim are to be submitted by the 20<sup>th</sup> of the month following the reporting month, the above documentations must be submitted to Lions Clubs International, via one (1) of three (3) ways.

1. **Email:** [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)

2. **Fax:** (630) 468-6990

3. **Mail to:**

Lions Clubs International

C/o, English Language Dept. – DG Expenses

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

Oak Brook, Illinois 60523-8842, USA

## Transportation

### AIR TRAVEL

Economy round trip – shortest and most direct route. 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.

### OTHER

Tunnel, toll road, parking, ferry, bus, taxi and train charges may be claimed in addition to your mileage allowance, and receipts are required.

### AUTOMOBILE

Used for travel, the total claim cannot exceed the cost of economy airfare.

## District Governor's Representative

Only a first or second vice district governor may submit expenses when authorized by the district governor to make visits on his/her behalf. Payment to these representatives will be based on the District Governor Expense Reimbursement Policy. All claims are to be signed by the representative and governor.

District governor's submitting expense claims via email, LCI will accept this as their electronic signature. If the first or second vice district governor emails their expense claim form to the district governor, and it is forwarded to LCI from the district governor, LCI can accept this as the electronic signatures.

## International President or Vice Presidents Visit

When the current international president or vice presidents visit your single or sub-district, your expenses will be reviewed for payment 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 Claim Reimbursement Policy for further information.