



**Melbourne 2024**  
106TH LIONS INTERNATIONAL CONVENTION

# **2024 DGE Seminar and International Convention Reimbursement Policy Melbourne, Victoria, Australia**

## **Transportation**

Per LCI Board Policy, all travel arrangements shall be made through CWT - the association's preferred travel agency.

### **Air Transportation**

Per LCI Board Policy, LCI will reimburse – one (1) economy round-trip airline ticket (based on the lowest logical standard or discounted economy class fare) for the FVDG/DGE by the shortest and most direct route to/from Melbourne and the traveler's home airport for the approved travel dates; - one (1) economy airline ticket for one eligible adult companion will be provided based on actual cost not to exceed US\$500.00 (where applicable).

### **Other Modes of Transportation**

For the seminar at convention location, if the mode of transportation is automobile, reimbursement for transportation will be based on the cost of mileage, tolls, meals and parking expenses subject to the district governor reimbursement policy. Meal expenses are only eligible for reimbursement on one travel day to and one travel day from the DGE Seminar location for the district governor-elect. Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal up to a maximum of three meals per travel day. Total combined travel expenses for the district governor-elect and one adult companion are not to exceed the lowest logical economy airfare for the district governor-elect plus a maximum of US\$500.00 for one adult companion. If no adult companion is attending, then only one airfare is reimbursed. Reimbursement will be made upon the submission of an expense claim and original receipts.

### **Airport Transfers**

LCI will provide airport shuttle transportation on Thursday, June 20 and Wednesday, June 26 to/from Melbourne Tullamarine International Airport (MEL) and your assigned hotel.

- If arriving or departing on non-approved dates of travel, reimbursement will be available for airport transfers with proof of payment.
- Reimbursement will not be given on days that shuttle service is provided.



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### Hotel

Hotel accommodations will be provided by LCI from Thursday, June 20 (check-in day) through Wednesday, June 26 (check-out day).

### Expense Claims

Round-trip transportation between your home and the home airport will be reimbursed with the submission of the FVDG-DGE Travel Expense Form (with receipts). Meal expenses are not reimbursable.

Parking at your home airport will be reimbursed provided it is less than round trip mileage, taxi, bus, train, or shuttle service.

LCI will reimburse each DGE only for the first checked bag within the airline's guidelines for size and weight. A baggage receipt is required for reimbursement. Additional checked luggage or excess baggage fees are a personal expense. Airline baggage policy varies by carrier. Please check with the appropriate airline for more information. The expense for the first checked bag can be claimed along with your local transportation costs.

Attendance at all DGE events is required to be eligible for reimbursements.

### Reimbursement

- **Any additional travel fees due to deviations (dates, cities, etc.) or side trips and any extra hotel nights will be considered a personal expense.**
- **Flight change fees and any increase in airfare due to personal changes are considered a personal expense.**
- Please submit a FVDG-DGE Travel Expense Form to:  
[DistrictGovernorClaims@lionsclubs.org](mailto:DistrictGovernorClaims@lionsclubs.org).
- Expense claims must be submitted by July 12, 2024.
- Reimbursement will be made in local currency in countries where LCI has a bank account.
- Please reference Board Policy Chapter IX, Section C. District Governors-Elect Seminar Expense for additional details which may not be specified in this document.



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**Send all reimbursement claims to:**

Claims Compliance

E-mail: [DistrictGovernorClaims@lionsclubs.org](mailto:DistrictGovernorClaims@lionsclubs.org)

Phone: 630-203-3839

Fax: 630-598-1819

**If you have any questions on the above, please contact:**

DGE Travel

E-mail: [DGEtravel@lionsclubs.org](mailto:DGEtravel@lionsclubs.org)

Phone: 630-468-7052