

# District Governor Expense Claims Reminders and tips for success

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*January 7, 2021*



Filing expense claims is a task you will want to complete monthly

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Understanding how to properly complete your claims will ensure a timelier reimbursement of your expenses!

## Look at your webinar side-bar to find the handouts for the webinar today

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- District Governor Report form (M-26)
- Travel Expense Claim form (C-30)
- Allowed and Disallowed list
- District Governor Expense Claim Instruction Tips
- This PowerPoint presentation

# Here are the items we will cover today

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- Travel Reimbursement Policy
- Requirements for Submitting the monthly claims:
  - District Governor Report form (M-26)
  - Travel Expense Claim form (C-30)
- Allowed and Disallowed list
- District Governor Expense Claim Instructions  
Tips

## Chapter IX, Paragraph B.

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[Click here for  
Chapter IX](#)



- Defines Payable/Reimbursable Events and limitations
- Budget Calculations
- Claim submission rules, including those for claims submitted by delegated representatives (first or second vice district governors)
- Due dates and deadlines
- Reimbursable expense parameters of maximum payable amounts

Take a closer look  
at the expense claim process documents

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# Remember to submit the District Governor Report Forms (M-26)

**District Governor Report Form**  
District, Multiple District Meetings and Club Visit

Officer Name: \_\_\_\_\_ District: \_\_\_\_\_ Visit/Meeting Date: \_\_\_\_\_

District Governor  First Vice District Governor  Second Vice District Governor

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**MEETINGS**

**Single Meeting (M)**  
Up to 6 annually - within your district

- Club Officer Orientation (60 days prior to or after June 30)
- District Cabinet Meeting
- District Convention
- District Membership or Leadership Meeting

Meeting Location (City): \_\_\_\_\_

**Multiple District Meetings (M)**  
Up to 3 meetings or events annually

- Council of Governors Meeting
- Multiple District Conference
- Multiple District Convention
- Multiple District Membership or Leadership Meeting

Meeting Location (City): \_\_\_\_\_

**International President/Vice**  
Or Vice President visit to your district or club

- International President
- First International Vice President
- Second International Vice President
- Third International Vice President

Meeting Location (City): \_\_\_\_\_

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**CLUB VISITS**

**Area Club Organization (A)** Up to 2 separate visits allowed per prospective club  First Visit  Second Visit

City: \_\_\_\_\_ Prospective Club Name: \_\_\_\_\_

**Area Club Visit (A)** \*Was this a multiple club visit?  Yes  No If yes, complete a visitation form for each club in attendance.

**Priority Club Visit (P)** Clubs that need additional attention maybe designated as a Priority Club. Recently dissolved clubs, clubs quo clubs and clubs chartered within the last 2 years automatically qualify for up to 2 visits.

Choose one of the following Priority Status types:  Club approved per Priority Application  Status Quo or Financial Suspension  
 Club chartered within the last 12 months  Club chartered within the last 2 years

Club Name: \_\_\_\_\_ \*Club Number: \_\_\_\_\_

Does the Club:

Have a plan to recruit/retain members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have a website or is on social media?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide new member orientation and induction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Participates in Zone/District activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you consider this an active club?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Promotes and provides service activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of resources to assist the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contributed to LCIF?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have concerns? \_\_\_\_\_

What actions are you planning to take? \_\_\_\_\_

Other Comments: \_\_\_\_\_

Submit one report for each club visit or meeting being charged to LCI. Attach and note the event on your Travel Expense Claim Form. This form may be submitted electronically to [dgreportsonline@clubs.org](mailto:dgreportsonline@clubs.org) or fax to (800)468-6990 **Required Fields**

DA M26/19 10/2019

REMEMBER! The report form is REQUIRED to be submitted for all meeting and club visitation events for which you are seeking to have expenses reimbursed.

- Meetings include:
  - district/multiple district meetings,
  - international president/vice president visits, even if it is a Zoom meeting.
- Club visits – existing clubs and new club organizational events, even if it is a Zoom club visit.

# The Travel Expense Claim Form – C-30



### DISTRICT GOVERNOR TRAVEL EXPENSE CLAIM

Expense claims must be submitted by the 20th of the following month.

**PURPOSE OF VISIT** (Please indicate in "CODE" column)

C = Club Visits (including priority clubs)  
 O = New Club Organization  
 D = District Meeting or Convention (including Club Officer Orientation (held 60 days prior to or after the Int'l Convention))  
 M = Multiple District Meeting or Convention  
 IP or VP = Int'l President or VP visit to district or club meeting

Name: \_\_\_\_\_  
   **First**  **Last**  (as it should appear on check)

Title: \_\_\_\_\_  
   **District:** \_\_\_\_\_  **Month:** \_\_\_\_\_

DATE of VISIT	CLUB NAME/MEETING	CODE	Local Currency - Receipts required				SUB-TOTAL LOCAL CURRENCY	MILES DRIVEN	KILOMETERS DRIVEN	US\$ TOTAL
			MEALS	HOTEL	AIRFARE	OTHER TRAVEL				
TOTALS										

Exchange Rate \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**No Payment Will Be Made Beyond 60 Days Past Due**  
**Email to: [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)**

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C-30 EN 7/15
District Governor Signature \_\_\_\_\_
Representative Signature \_\_\_\_\_



# The Travel Expense Claim (C-30)

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- Please print or use the electronic Excel version and save as a pdf format.
- For Zoom meetings, include date, meeting type and/or club name. The zoom expense should be recorded in the “Other Travel” column.

# Signature Requirements

## The Travel Expense Claim (C-30)

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### District Governor claims:

An *original signature* is required if the claim is submitted via fax or hard copy.

Original signature is not required if a digital file (excel) of the expense claim form is attached to an email and emailed directly from the email address on file with the association.

### Designated representatives (first or second vice district governor) expense claim submissions:

An original signature is required by both the representative AND district governor if the claim is submitted via fax or hard copy.

Original signature is not required if a digital file (excel) of the expense claim form is attached to an email and emailed directly from the representative's email address on file with the association **to the district governor**, and then the **district governor forwards the email** with attachments to the association.

# Receipts

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- Attach all itemized receipts
- Copies of originals are acceptable

# Due Dates and Deadline Tips!

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- Missing documents hold up the review process
- Report only events that are reimbursable by policy. Each requires a District Governor Report Form.
- Remember to include all receipts as required by policy.
- Complete one Travel Expense Claim form (C-30) form for each full calendar month - (January 1 – January 31, April 1 – April 30, etc.)
- Do not combine months on one expense claim form.
- Deadlines are firm with no exceptions. Claims for the current calendar month are due by the 20th of the following month. Claims 60 days past the due date are subject to special review for approval.
- KEEP IT SIMPLE BY KEEPING UP ON A MONTHLY BASIS.

# Where do I send my claims?

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For Lions not in India:

**Email - [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)** (preferred way)

**Fax** – 630-468-6990

**Mail** address:

Lions Clubs International

Attn: DG Expenses, English Language Department

300 West 22<sup>nd</sup> Street

Oak Brook, IL 60523



## For Lions in India - Where to send claims:

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**Email:** [india.DGclaims@lionsclubs.org](mailto:india.DGclaims@lionsclubs.org)

### **Mail:**

Lions Clubs International  
C-604, Trade Star  
Andheri Kurla Road  
Near Chakala / J B Nagar Metro Station  
Andheri East, Mumbai 400059



# Where do I send my questions about budget or direct deposit set-up?

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[Annette.Hughes@lionsclubs.org](mailto:Annette.Hughes@lionsclubs.org)

[Shereka.Lishman@lionsclubs.org](mailto:Shereka.Lishman@lionsclubs.org)

23 TO 32

40 TO LB

S TO T

104 TO 105

300 TO 321

330 TO 337

356 TO 394

410 TO 418

1 TO 22

33 to 39

LC TO R

U TO 103

106 TO 204

322 TO 325

351 TO 355

403 TO 409

Who do I contact with questions on submitting claims and reimbursement?

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





## Important expense claim resource links.

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- [District Governor Report form \(M-26\)](#)
- [Travel Expense Claim form \(C-30\)](#)
- [Allowed and Disallowed list](#)
- [District Governor Expense Claim Instruction Tips](#)
- This PowerPoint presentation (will be available on the [District Governor Webpage](#))



# Questions?

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Be sure to download the handouts – and save them to your hard drive on your computer



# Thank you!



# Follow these tips



- Understand event coding
- Use only the forms currently provided on the website
- TYPED forms are best. PRINT hard copy forms
- Complete a District Governor Report Form for all events to be reimbursed
- Be sure to include all required receipts
- Physically sign all expense claims if submitting fax/hard-copy
- Submit claims on time

# Understanding Policy - Reimbursable Events



# Code D – District events

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**Six (6)** district events allowed per year; maximum of 2 days each for hotel and meals plus mileage/kilometers and includes:

- District cabinet meetings
- District conferences or conventions
- District GAT development meetings (GLT/GMT/GST)
- District hosted club officer training
- For use by District Governor only

# Code M – Multiple District events

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A large, bold, yellow letter 'M' with a blue outline, centered on the left side of the slide.

**Three (3)** multiple district events allowed per year, maximum of 3 days each for hotel and meals and include:

- Council of Governors meetings
- Multiple district conferences or conventions
- Multiple district hosted GAT development meetings (GLT/GMT,GST)
- For use by District Governor only



# Code IP/VP – International President/Vice President

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# IP/VP

**Quantities differ per situation and include:**

- If district hosts an event, expenses fall under the rules of Code “D” (district event)
- If a club hosts the event, expenses fall under the rules of Code “C” (club visit)
- No reimbursement for events outside the district
- For use by District Governor only

# Code O – Organizational Club Visits

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## These events include the following:

- Events held PRIOR to the new club being chartered!
- First and Second Vice District Governors may be reimbursed for organizational club visits in lieu of the district governor, but not in addition to a district governor's visit on the same date.

# Code C – Club Visits

as per the needs to support each club including



- Each club visit may not exceed one day's duration
- First and Second Vice District Governors may be reimbursed for club visits in lieu of the district governor, but not in conjunction with a district governor's visit on the same date.

# Understanding Policy - Financial Parameters



# Expense Parameters

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## Automobile – all inclusive including rentals

- US\$ .50 per mile
- US\$ .31 per kilometer
- Report round trip total per event and round up to the nearest whole number on expense claim form

## Railroad

- Includes first class and Pullman fare
- Attach canceled tickets

# Expense Parameters

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## Air Travel

- Economy round-trip – shortest and most direct route
- Provide itinerary
- Provide canceled boarding pass
- Provide proof of payment
- For flights over \$1,000, pre-approval by the travel department is required.

# Expense Parameters

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## Other travel

- Taxi, buses, tolls, ferry, parking - receipts required

## Lodging

- Actual cost only, not to exceed \$75 per night
- Itemized bill must show zero balance

## Meals

- Actual costs only, not to exceed \$25 per meal
- Itemized receipts



# Understanding Policy - Basics of the Budget

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# Budget Allowance

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- Budgets are emailed in July
- Subsidizes expenses, but not all expenses are reimbursed
- Reimbursement is limited to allocated annual budget
- Requests for budget increases may be submitted between January 1 and April 30



## DISTRICT GOVERNOR REQUEST FOR BUDGET INCREASE WORKSHEET

Please list REMAINING expenses only  
Must be received no later than MARCH 31

NAME _____	DISTRICT _____		
<b>ANNUAL VISITS</b>			US\$
Number of clubs yet to be visited _____			
Cost of meal expenses (if any) _____			
Cost of hotel expenses (if any) _____			
Number of miles _____			
Number of kms _____			
	Total Cost Annual Visits		<u>0.00</u>
<b>ORGANIZATIONAL VISITS</b>			
Number of clubs yet to be organized _____			
Cost of meal expenses (if any) _____			
Cost of hotel expenses (if any) _____			
Number of miles _____			
Number of kms _____			
	Total Cost Organizational Visits		<u>0.00</u>
<b>MULTIPLE DISTRICT MEETINGS (maximum of 3 per term)</b>			
Number of MD meetings _____			
Cost of meal expenses (if any) _____			
Cost of hotel expenses (if any) _____			
Number of miles _____			
Number of kms _____			
	Total Cost MD Meetings		<u>0.00</u>
<b>DISTRICT MEETINGS (maximum 6 per term)</b>			
Number of District meetings _____			
Cost of meal expenses (if any) _____			
Cost of hotel expenses (if any) _____			
Number of miles _____			
Number of kms _____			
	Total Cost District Meetings		<u>0.00</u>
<b>GRAND TOTAL ESTIMATED BUDGET</b>			<u>\$0.00</u>

[Click here for the budget worksheet](#)

# The Basics of the Budget

- To reduce costs, the district governor may delegate the first or second vice district governor to make club visits and new club organizational visits on his behalf
- If additional funding is necessary, additional budgeted funds may be requested on the District Governors Budget Increase worksheet. (January 1 – April 30)