January 7, 2021

District Governor Expense Claims
Reminders and tips for success
Filing expense claims is a task you will want to complete monthly. 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

- 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

- 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.

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

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.

<table>
<thead>
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<th>Date of Visit</th>
<th>Club Name/Meeting</th>
<th>Code</th>
<th>Meals</th>
<th>Hotel</th>
<th>Airfare</th>
<th>Other Travel</th>
<th>Sub Total</th>
<th>Local Currency</th>
<th>Sub Total</th>
<th>Miles Driven</th>
<th>Kilometers Driven</th>
<th>USS Total</th>
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</table>

**No Payment Will Be Made Beyond 60 Days Past Due**

Email: dgexpenses@homesclubs.org

District Governor Signature

Representative Signature
The Travel Expense Claim (C-30)

• 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.
The Travel Expense Claim (C-30)

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

- Attach all itemized receipts
- Copies of originals are acceptable
Due Dates and Deadline Tips!

- 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?

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 22nd Street
Oak Brook, IL 60523
For Lions in India
- Where to send claims:

Email: 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?

Annette.Hughes@lionsclubs.org
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?

Email - dgexpenses@lionsclubs.org
Important expense claim resource links.

- 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?
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

**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

**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
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

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

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

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

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
Budget Allowance

- 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
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)

Click here for the budget worksheet