



2019-2020 Leadership Development Multiple District and District Grant Program Reimbursement Policy

Maximum Reimbursement Amounts for the Leadership Development Multiple District and District Grant Program

Multiple District Level:	<ul style="list-style-type: none">• US\$100 per confirmed first vice district governor (not to exceed actual expenses incurred)• US\$75 per confirmed second vice district governor (not to exceed actual expenses incurred) <p>All multiple districts are eligible to participate in this grant program. All completed applications will be awarded a grant.</p>
District Level:	<ul style="list-style-type: none">• US\$500 for expenses associated with a zone chairperson training program within the district (not to exceed actual expenses incurred) <p>All districts are eligible to participate in this grant program, however funding is limited and not all applicants will be awarded a grant.</p>

Required Reimbursement Documentation

To receive reimbursement from the grant program the following must be submitted to the Leadership Development Division at Lions Clubs International:

1. A completed 2019-2020 Leadership Development Multiple District and District Grant Program Application must be on file with the Leadership Development Division
2. 2019-2020 Leadership Development Multiple District and District Grant Program Reimbursement Form (completed with all itemized eligible training program expenses)
3. Receipts for eligible expenses
4. 2019-2020 Leadership Development Daily Attendance Sheet (with participant signatures as certification of attendance)
5. Agenda/outline for all days of the training program
6. Completed Leadership Development Final Evaluation Report

IN ACCORDANCE WITH LIONS CLUBS INTERNATIONAL POLICY, REIMBURSEMENT CLAIMS RECEIVED MORE THAN 60 DAYS AFTER THE CONCLUSION OF THE TRAINING PROGRAM ARE NOT ELIGIBLE FOR REIMBURSEMENT

Expense Reimbursement Eligibility

Eligible:	<ul style="list-style-type: none">• Hotel guest rooms – receipt must include the name of the participant or faculty guest• Meals associated with the program – receipt must include itemized list of food and beverages served• Program supplies• Meeting room and audiovisual equipment rental
Not Eligible:	<ul style="list-style-type: none">• Alcohol• Travel (i.e., airplane, bus, train, automobile mileage, etc.)• Incidental expenses (i.e., telephone, laundry, car parking fees, tips, travel insurance, etc.)



2019-2020 Leadership Development Multiple District and District Grant Program Reimbursement Policy

Reimbursement Terms:

- Maximum reimbursement amount for the grant program will not exceed actual expenses incurred.
- To be eligible for reimbursement, participants must participate in the entire leadership development program training program and sign the completed Leadership Development Daily Attendance Sheet.
- Reimbursements will be made in the currency of the domicile of the multiple district/district, except when the best interests of the association require otherwise (per Board Policy). Reimbursement will be made at the Lions official exchange rate based on the date the claim is processed by Lions Clubs International Headquarters. Reimbursement will be made in U.S. dollars if the Association does not have a bank account in the country of the multiple district/district.
- Wire transfers for reimbursement will not be issued to personal accounts.
- If currency from more than one country is used, separate claims must be completed for each currency.

Insurance:

Lions Clubs International provides no medical insurance coverage to its members whether or not on Lions business. Therefore, when traveling on personal or Lions business, it would be wise to make sure that you have sufficient medical insurance coverage. Many individual and group insurance plans do not cover the insured outside his/her own country, and sometimes not even outside of his/her city, state or province. This is especially true of USA Medicare insurance (which is effective in the USA only) and is also probably true in many other government sponsored and individual medical plans. This is a personal matter, which varies from individual to individual, so please be sure to examine your own situation and that of family members and friends carefully.



2019-2020 Leadership Development Multiple District and District Grant Program Reimbursement Form

Multiple District/District #: _____

Date of Training: _____

Type of Training:

☐ 1st vice district governor

☐ 2nd vice district governor

☐ Zone chairperson

Location of Training: _____

☐ I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the Associations' Leadership Development Multiple District and District Grant Program Reimbursement Policy. I understand that by virtue of signing this reimbursement claim, it becomes a part of the Association's official records and may be subject to review by parties normally allowed to make such inspections. I also understand that claims received more than 60 days from date of training will not be eligible for reimbursement.

Global Action Team/Global Leadership Team (GLT)
Coordinator Signature

- Please list below all eligible expenses for reimbursement and attach corresponding receipts to this form.
- Document expenses in currency actually paid. Do not convert currency.
- Reimbursement will be made payable to the applicable multiple district/district.

Date	Merchant/Seller	Purpose	Amount
Currency Used:		Total Expenses:	

Use additional
forms as needed.

Submit completed Leadership Development Multiple District and District Grant Program Reimbursement documents to the Leadership Development Division at Lions Clubs International.

By email: leadershipdevelopment@lionsclubs.org

By mail: Lions Clubs International, Leadership Development Division (LD Grant)
300 W. 22nd Street, Oak Brook, IL 60523 USA

For Leadership Development Division Staff Use Only:

Reimbursement Payable to: _____

Account	Purpose	Currency Paid	US Amount
3504-5140	LD 1920 1VDG MD_____		
6810-5140	LD 1920 2VDG MD_____		
6810-5360	LD 1920 D_____		
Reviewed by:		Approved by:	



Leadership Development Daily Attendance Sheet

Multiple District/Single District/District # _____ Country: _____ Date of Institute or Training: _____

Location of Institute or Training: _____ Type of Institute or Training: _____

If the participant list is missing membership numbers and/or signatures, the list will not be accepted. Your final reimbursement may be reduced if Lions Clubs International is not able to verify the participant information.					My signature below confirms my attendance at the above institute/training program and my photo consent.*			
	Name	Title	Club Number	Member Number	Photo/Video Consent* (signature)	Day 1 (signature)	Day 2 (initial)	Day 3 (initial)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Photo Consent: By signing this form, you authorize that any photographs/videos taken of you at this institute can be used by Lions Clubs International for the purpose of printed, digital, video or other mediums for the purposes of promotion and publicity for Lions Clubs International. Those images shall be the property of LIONS CLUBS INTERNATIONAL for any and all use.

Submit completed Leadership Development Daily Attendance Sheet to the Leadership Development Division at Lions Clubs International.

By email: leadershipdevelopment@lionsclubs.org

By mail: Lions Clubs International, Leadership Development Division
300 W. 22nd Street, Oak Brook, IL 60523 USA



Leadership Development Final Evaluation Report

Final Evaluation Report

Submit a Final Evaluation Report including the following information:

1. A report of the overall institute or training by the Global Action Team - GLT coordinator, including recommendations for program improvements and/or topic suggestions.
2. Required signature: Institute or training Coordinator is required to sign below

☐ I understand that by virtue of signing this final institute evaluation report, it becomes a part of the Organization's official records. My signature confirms that I have received and reviewed the final institute evaluation report and to the best of my knowledge and belief, all information has been provided.

Printed Name

Signature

Date