



## DISTRICT GOVERNOR TRAVEL EXPENSE CLAIM

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

**PURPOSE OF VISIT** (Please indicate in "Purpose of Visit" 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 June 30th)  
 M = Multiple District Meeting or Convention  
 EO = International President or VP visit to district or club meeting

**STATUS OF CLUB** (Please indicate in "Status of Club" column)

1 = Cancelled/Status Quo Club  
 2 = Improvements Needed  
 3 = Standard Active Club  
 4 = Exceptional Club

Name: \_\_\_\_\_  
FirstLast (as it should appear on check)

Title: \_\_\_\_\_ District: \_\_\_\_\_ Month: \_\_\_\_\_  
*Use dropdown box to choose DG, 1VDG, 2VDG or 3VDG*

DATE of VISIT	CLUB NAME/MEETING TYPE/PROSPECTIVE CLUB NAME	Purpose of Visit	Status of Club	Local Currency - Receipts required				Local currency - Miles/Kilometers			Line Total in Local Currency	Line Total in USD
				MEALS	HOTEL	AIRFARE	OTHER TRAVEL	MILES DRIVEN	KILOMETERS DRIVEN	TOTAL MI/KM Reimbursement		
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
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										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
										-	-	\$ -
<b>TOTALS</b>				0.00	0.00	0.00	0.00	0	0	-	-	\$ -

GRAND TOTAL LOCAL CURRENCY		-
Currency: <b>Euros</b>	Exchange Rate <b>0.82692</b>	-
<b>GRAND TOTAL IN USD</b>		\$ -

No Payment Will Be Made Beyond 60 Days Past Due  
 Email to: [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)  
 ALL INDIA Claims email ONLY to: [India.DGClaims@lionsclubs.org](mailto:India.DGClaims@lionsclubs.org)

For assistance with clubs needing improvement contact: [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org)

TO BE COMPLETED BY LIONS CLUBS INTERNATIONAL STAFF ONLY				
Claim Auditor				
Category Name	Department	GL Account	Non USD	USD
CHECK	Meal/Hotel	2000 521000		
ACH	Airfare	2000 522000		
EPAY	Other Travel	2000 523000		
WIRE	Mile/Kilometers	2000 525000		
	Y/E Accrued	230330		
	Int'l Convention	230380		
Total			-	\$ -

\_\_\_\_\_

District Governor Signature

\_\_\_\_\_

1VDG, 2VDG or 3VDG signature

CHECK		Meal/Hotel	2000	521000		
ACH		Airfare	2000	522000		
EPAY		Other Travel	2000	523000		
WIRE		Mile/Kilometers	2000	525000		