District Governor Expense Claims
Reminders and tips for success

September 23, 2021
Filing expense claims is a task you will want to complete monthly.

Claims should be completed after your last club visit or meeting for a month.
Look at your webinar side-bar to find the handouts for the webinar today

- 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:
  - 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
Follow these tips

• Understand event coding
• Use only the C-30 currently provided on the website
• TYPED forms are best. PRINT hard copy forms
• 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
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.

• Unlimited number of organizational visits per prospective club.
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.

• Unlimited number of organizational visits
Understanding Policy - Financial Parameters

Also can be found in the District Governor Expense Reimbursement Policy
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 (C-30)

Railroad

• Includes first class and Pullman fare
• Attach canceled tickets
Expense Parameters

Air Travel

• Economy round-trip – shortest and most direct route
• Provide detailed e-ticket/ itinerary, which includes proof of payment
• Provide boarding pass
• For flights over US$1,000, pre-approval by the travel department is required.
Expense Parameters

Other travel

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

Lodging

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

Meals

• Actual costs only, not to exceed US$25 per meal, limit of three meals per day
• 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

• Budget increase requests may be submitted for consideration by April 30. Requests will not be considered if remaining budget exceeds US$1,000.

• When the remaining district budget falls below US$1,000, District Governor will be advised by Claims Compliance.
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, an increase in budget may be requested for consideration by April 30 when the remaining budget is below US$1,000.
The Travel Expense Claim Form – C-30

<table>
<thead>
<tr>
<th>Date of Visit</th>
<th>Club Name/Meeting Type/Location</th>
<th>Food &amp; Beverages</th>
<th>Meals</th>
<th>Hotel</th>
<th>Airfare</th>
<th>Other Travel</th>
<th>Mileage</th>
<th>Mileage Reimbursement</th>
<th>Total Mileage Reimbursement</th>
<th>Local Expenses</th>
<th>Mileage Expensed</th>
<th>Local Expenses: Miles/Kilometers</th>
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TOTALES: $10, $10, $10

Airfare
Round trip airfare cost for governor only

No payment will be made beyond 60 days post rec!
Email: d4expenses@lrincclubs.org
For assistance with claims mail and prepayment contact: claims@lrincclubs.org

Total to be completed by 11:45 PM International Staff only

Claim Details

- Claim Details
- Department
- Account
- Claim Date
- Claim Amount
- Non USD
- USD

- District Governor Signature
- Juris, JRSC or JUDEE Signature

- Local Expenses
- Mileage Expensed
- Local Expenses
- Mileage Expensed

- Total
- $10
- $10
- $10
The Travel Expense Claim (C-30)

Helpful Tips

• Please print or use the electronic Excel version and save as a pdf format.

• For virtual meetings, the preferred method is to use Connect. Zoom expense reimbursement will be considered on an exception basis for district governors only. The Zoom expense should be recorded in the “Other Travel” column and include date, meeting type and/or club name. A paid receipt for the Zoom expense is required.
Helpful Tips (continued)

GRAND TOTAL LOCAL CURRENCY SECTIONS (IN ORANGE)
• Currency: Change to your appropriate currency code

• Exchange Rate: use the drop-down box to find the exchange rate. Click on “exchange rate” this will bring you to the website that contains the exchange rate by month. Enter the appropriate exchange rate as provided on the exchange rate sheet for the currency.

PURPOSE of VISIT – Indicate the appropriate CODE

STATUS of CLUB – Indicate the appropriate number rating
The Revised Travel Expense Claim (C-30)

Signature Requirements

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 or PDF) 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.

*Note the new codes*
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.

• 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. Claims for the current calendar month are due by the 20th of the following month. Claims received 60 days past the due date, require review as an exception for consideration of reimbursement.

• 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 (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: Direct deposit set-up?

Annette.Hughes@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

Shereka.Lishman@lionsclubs.org
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.

- **Travel Expense Claim form (C-30)**
- **Allowed and Disallowed list**
- **District Governor Expense Claim Instruction Tips**
- District Governor Expense Claim Training. Located in Learn on the Member Portal.
- This PowerPoint presentation (will be available on the District Governor [Webpage](#))
Questions?
Thank you!