



Travel and Reimbursement Guidelines

All travel benefits associated with the Top Districts award are provided on a reimbursement basis and are subject to Lions International travel policies.

Airfare

Reimbursement is limited to economy class airfare for the district governor and one adult companion. Travelers are responsible for booking their own flights. Upgrades, premium economy, business class or first-class fares will not be reimbursed. Reimbursement will not exceed the cost of a standard economy fare based on reasonable routing to and from the convention location.

Hotel Accommodations

Reimbursement is limited to July 3 through July 7 hotel nights only. Reimbursement will not exceed the Lions International headquarters hotel rate of USD 266 per night, exclusive of taxes and applicable fees. Any nightly rate above this amount, as well as additional nights outside of the official convention stay dates, will be the responsibility of the traveler.

Convention Registration

Complimentary registration will be reimbursed for the district governor and one adult companion.

Additional Expense Limitations

Reimbursement is limited to economy class airfare and eligible convention hotel nights as outlined above. Meals, visas, per diem, ground transportation including travel to and from the airport, baggage fees, seat selection fees, upgrades and other incidental expenses are not reimbursable.

All reimbursements are subject to [Lions International Travel and Expense Policy](#).

Reimbursement Process

All expenses must be submitted through the standard Lions International reimbursement process and must include itemized receipts. Reimbursement requests must comply with Lions International travel and expense guidelines and be submitted within the required timeframe following the convention. Only eligible expenses as outlined above will be reimbursed.

Lions International reserves the right to limit reimbursement to reasonable and customary travel expenses consistent with organizational policy.