



2023 DGE Seminar at Q-Center Reimbursement Policy St. Charles, Illinois, USA

Transportation

Per LCI Board Policy, all travel arrangements shall be made through CWT - the association's preferred travel agency.

Air Transportation

Per LCI Board Policy, LCI will reimburse – one (1) economy round-trip airline ticket (based on the lowest logical standard or discounted economy class fare) for the FVDG/DGE by the shortest and most direct route to/from Chicago and the traveler's home airport for the approved travel dates.

Other Modes of Transportation

If the mode of transportation is automobile, reimbursement for transportation will be based on the cost of mileage, tolls, hotel, meals, and parking expenses subject to the District Governor reimbursement policy. Meal expenses are only eligible for reimbursement on one travel day to and one travel day from the DGE Seminar location for the district governor-elect. Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal up to a maximum of three meals per travel day. Total combined travel expenses for the district governor-elect is not to exceed the most reasonable available negotiated airfare by the shortest and most direct route for the district governor-elect. Reimbursement will be made upon the submission of an expense claim and original receipts.

If mode of transportation is bus, train or boat/ferry, total expenses are not to exceed the most reasonable available negotiated airfare by the shortest and most direct route for the district governor-elect. Reimbursement will be made upon the submission of an expense claim and original receipts.

Airport Transfers

LCI will provide airport shuttle transportation on Monday, February 6, 2023 and Friday, February 10, 2023 to/from either Chicago O'Hare or Midway airports and the Q-Center.

- If arriving or departing on non-approved dates of travel, reimbursement will be available for airport transfers with proof of payment.
- Reimbursement will not be given on days that shuttle service is provided.

Hotel

Hotel accommodations will be provided by LCI from Monday, February 6, 2023 (check-in day) through Friday, February 10, 2023 (check-out day).

Meals

The FVDG/DGE Seminar package at the Q Center includes three buffet-style meals per day, served in the designated dining halls, beginning with dinner on the Lions International



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approved arrival date and ending with lunch on the Lions International approved departure date.

There are additional food outlets located at the Q Center, however, these are **not** included in the meal package. Meal purchases outside of the Lions International dining package are a personal expense and costs for these meals should be paid directly to the Q Center.

Expense Claims

Round-trip transportation between your home and the home airport will be reimbursed with the submission of the FVDG-DGE Travel Expense Form (with receipts). Meal expenses are not reimbursable.

Parking at your home airport will be reimbursed provided it is less than round trip mileage, taxi, bus, train, or shuttle service.

LCI will reimburse each DGE only for the first checked bag within the airline's guidelines for size and weight. A baggage receipt is required for reimbursement. Additional checked luggage or excess baggage fees are a personal expense. Airline baggage policy varies by carrier. Please check with the appropriate airline for more information. The expense for the first checked bag can be claimed along with your local transportation costs.

Reimbursement

- ✓ **Any additional travel fees due to deviations (dates, cities, etc.) or side trips and any extra hotel nights will be considered a personal expense.**
- ✓ Please submit a FVDG-DGE Travel Expense Form to:
DistrictGovernorClaims@lionsclubs.org.
- ✓ Expense claims must be submitted by February 24, 2023.
- ✓ Reimbursement will be made in local currency in countries where LCI has a bank account.

Send all reimbursement claims to:

Claims Compliance

E-mail: DistrictGovernorClaims@lionsclubs.org

Phone: 630-203-3839

Fax: 630-598-1819

If you have any questions on the above, please contact:

DGE Travel

E-mail: DGEtravel@lionsclubs.org

Phone/Fax: 630-468-7052