



FAQ's – Budget & Auditing

1. **Q.** Are visitation reports needed for all visits? **A.** Yes, a visitation report is to be attached for every visit/meeting charged to the association.
2. **Q.** Are credit card receipts accepted for hotel expenses? **A.** No. The Rules of Audit require a paid itemized receipt.
3. **Q.** How many days are allowed for a combination Multiple District Council/Multiple District Convention meeting? **A.** Three days meals and three nights hotel.
4. **Q.** When is a Presidential Approval form needed? **A.** For any single annual visit over 600 miles/966 kilometers roundtrip. It is also needed to charter an aircraft in order to make visits.
5. **Q.** What type of receipt is needed for airline tickets? **A.** The actual canceled airline ticket or E-ticket itinerary and proof of payment. That is, canceled check, credit card statement or paid receipt from the travel agency if paid by cash.
6. **Q.** What are the meal and hotel allowances? **A.** Up to US\$16 for meals and up to US\$50 for hotel. Itemized receipts must be submitted for the hotel expenses. Credit card receipts are not acceptable.
7. **Q.** Does LCI reimburse spouse or partner in service expenses? **A.** Unfortunately, the association does not reimburse their expenses.
8. **Q.** Taxi expenses are not covered, what do I submit if one is used? **A.** We will reimburse the distance traveled in miles or kilometers at the Rules of Audit allowances of US\$.30 per mile or US\$.19 per kilometer.
9. **Q.** Can I just leave the totaling of my claim to the Budget & Auditing Department? **A.** No. If the claim is not totaled, the expenses will not be reimbursed. We have no idea what you wish to be paid for and what may have been covered by the district.
10. **Q.** If my expenses exceed the allowances, do I put what I actually paid on the claim? **A.** No. Please use the Rules of Audit maximums if your expenses exceed the allowances. This makes auditing your claim easier and faster.
11. **Q.** If I visit more than one club in a day or single roundtrip, do you need any additional information? **A.** Yes. Please submit a note indicating routing, otherwise we may adjust the expense.
12. **Q.** What if I feel my budget is not sufficient? **A.** We ask you to wait until six months into the year when you have a better idea of what will be needed. At that time, submit a detailed itemized proposal to the Budget & Auditing Department for review. Every consideration will be given to your request.
13. **Q.** What do I claim for a combined newsletter? **A.** The Rules of Audit reimbursement is US\$50 per issue published. Since only one issue was published for combined months only US\$50 would be paid.
14. **Q.** How do I claim for letterhead and business cards? **A.** A sample of your letterhead and business cards along with a paid receipt from the printer is to be submitted. If you use your computer to generate letterhead, submit the samples along with your receipts for paper, envelopes, ink cartridges and card stock. The maximum of up to US\$75 will be reimbursed.

15. **Q.** How do I indicate that I made a second visit to a club? **A.** Place an “S” on travel claim form in the Code column. Second visits require advance approval from the respective language department of the District and Club Administration Division. Attach a copy of the approval letter your claim.

16. **Q.** I am starting a new club. How many times can I meet with this club and be reimbursed for my expenses? **A.** Two visits per club in the process of organization, but not yet chartered. Then one more visit for the actual charter night. It is not necessary to also make an annual visit. The charter night will count as your official visit.

17. **Q.** I failed to submit my claims by the 20th of the following month for six months. Can I submit my claims and be reimbursed? **A.** Claims received 120 days after the monthly deadline will not be reimbursed.

See link below for all expense claims and forms:

<http://www.lionsclubs.org/EN/member-center/resources/finance/index.php>