

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.

[Click here for
Chapter IX](#)

- 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

Code D – District 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

A large, bold, yellow letter 'M' with a blue outline, positioned on the left side of the slide.

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

Code IP/VP – International President/Vice President

EO

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.



DISTRICT GOVERNOR REQUEST FOR BUDGET INCREASE WORKSHEET

Please list REMAINING expenses only

Must be received no later than MARCH 31

NAME _____	DISTRICT _____
ANNUAL VISITS US\$	
Number of clubs yet to be visited _____	
Cost of meal expenses (if any) _____	
Cost of hotel expenses (if any) _____	
Number of miles _____	
Number of kms _____	
Total Cost Annual Visits	0.00
ORGANIZATIONAL VISITS	
Number of clubs yet to be organized _____	
Cost of meal expenses (if any) _____	
Cost of hotel expenses (if any) _____	
Number of miles _____	
Number of kms _____	
Total Cost Organizational Visits	0.00
MULTIPLE DISTRICT MEETINGS (maximum of 3 per term)	
Number of MD meetings _____	
Cost of meal expenses (if any) _____	
Cost of hotel expenses (if any) _____	
Number of miles _____	
Number of kms _____	
Total Cost MD Meetings	0.00
DISTRICT MEETINGS (maximum 6 per term)	
Number of District meetings _____	
Cost of meal expenses (if any) _____	
Cost of hotel expenses (if any) _____	
Number of miles _____	
Number of kms _____	
Total Cost District Meetings	0.00
GRAND TOTAL ESTIMATED BUDGET	\$0.00

[Click here for the budget worksheet](#)

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

[illegible]

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.

The Travel Expense Claim (C-30)

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

Signature Requirements

The Revised Travel Expense Claim (C-30)

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

Shereka.Lishman@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

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!

