

Rules of Audit
Governing Reimbursement of Expenses for District 14-H
District Governor and Vice District Governor

1) Total Allowable Expenses

The total combined allowable expenses for the year of District Governor and Vice District Governor will be the total of the assessment of \$1.50 per member of the District. This will be the only amount of reimbursement covered by the District. The District Governor will be paid by Lions International first and if funds are available at the end of the year then by the District if approved by the District.

2) Submission of Claims

Expense claims must be submitted on official form, properly itemized and accompanied by itemized receipts or other proof of payment.

3) Reimbursable Functions and Events

a. Club Visits

The District Governor and Vice District Governor will be reimbursed for the expenses related to one official annual visit to each club in his/her District. Visits cannot exceed one day's duration, but more than one club can be visited in any one day. Expenses will also be reimbursed in the following circumstances:

- 1) Visits to clubs in the process of organization, but not yet chartered, not to exceed two per prospective club.
- 2) Charter presentation to a new Lions Club.
- 3) 25th, 50th, 75th etc. charter anniversaries for existing clubs.
- 4) Visit to seriously weak clubs, provided advance written permission is received from that Club's Administrative Division.

The District Governor may authorize his/her Vice District Governor or one of his/her region chairs or District Cabinet member to make an official annual visit, Charter presentation or 25th, 50th, 75th etc. charter anniversary on his/her behalf. In general, such visits should be assigned to a Region Chair. The only exception to the above are (1) for a presentation of charter to a new Lions Club which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the International President.

b. Multiple District Meetings

District Governor and Vice District Governor may submit claims for attending multiple District functions (i.e. council meetings, school, seminar, or convention) not to exceed three days and two nights each. Expenses related to the planning, organization or promotion of District or multiple District functions cannot be submitted for reimbursement. If the site chosen for a multiple District meeting results in greater-than-usual expenses, such claims will be subject to special audit review.

b.1) Vice District Governor will be allowed one extra day and night for attending State Council Meetings. This will be only when an early meeting or school time would be difficult to achieve.

c) State Convention Hospitality Night

The cost of the Vice District Governor's hospitality night at the State Convention will be paid by the District. This is not to exceed the cost of \$300.00. Proper paperwork will accompany this disbursement.

d) Cabinet Meeting/District Convention

Reimbursement will be made for the mileage to four cabinet meetings per year and the annual convention.

4) Transportation

No payment can be made for trips outside of the District, except those made to multiple district meetings as specified in rule number 3-b above. The expense for a vehicle (mileage) will be the IRS rate as of July 1st of each year less one half cent.

5) Hotel

The payment of lodging (room only) will be the cost not to exceed \$50.00 per night. The original itemized receipted bill must be attached to the claim. The maximum allowed is two nights.

6) Meals

As a courtesy, most clubs will pay for the District Governors' and Vice District Governors' meals and other expenses during their visit. In other cases, the District Governor and Vice District Governor may be reimbursed for the actual cost of the meal not to exceed \$16.00 per day provided that claims are accompanied by receipt. The maximum allowed is three days.

7) Office Allowance

There is no reimbursement for office rental, furniture or equipment or similar expenses of any kind.

8) Communication Expenses

The only expenses reimbursed will be for official phone calls concerning District business as long as the itemized bill is attached and noted on the expense form.

9) District Governor Expenses

The District Governor will submit first to Lions International for his/her reimbursement then to the District at the end of the year. Reimbursement will be made if funds are available.

10) Clothing Allowance

The cost of a tux may be reimbursed to the Vice District Governor if funds are available.