

RULES OF AUDIT

All claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.

NOTE: The rules of audit are to serve as guidelines for reimbursement and are approved annually by the Council of Governors. No travel expense accounts shall be paid unless submitted upon the approved form properly itemized and accompanied by the necessary receipts. The Club Support Team expense claims must be approved by the District Cabinet with a copy of the Cabinet Meeting Minutes sent to the MD19 Office.

1. **MILEAGE FOR THE FOLLOWING CLUB SUPPORT TEAM REGIONAL MEETINGS & ANNUAL DISTRICT PLANNING:**
Mileage is to be submitted in miles for both U.S. and Canadian Officers and Chairpersons. Miles can be calculated by multiplying Kilometers by .621. Mileage is calculated from the meeting place of the Officer or Chairperson's home club. Reimbursement is \$.25 per mile round trip by the most direct route. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round trip miles, if airfare is submitted.
Progress & Planning Meetings:
 - a. Fall
 - b. Spring
2. **FARES:**
Reimbursements will be made for actual ferry fares and lesser of the actual cost of airfares or the round trip miles, if airfare is submitted. Qualified Canadian Lions will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. Qualified US Lions will receive reimbursement in US funds or the equivalent of US Funds.
3. **HOTEL ALLOWANCE:**
Hotel allowance is \$40.00 per night. The number of nights allowed will be determined by each District Cabinet at the time of the claim's approval.