

**ZONE CHAIRPERSON EXPENSE CLAIM
MULTIPLE DISTRICT 19, LIONS INTERNATIONAL**

Name: _____ District/Zone: _____ Date Mailed: _____

Month Claimed for: _____

(All expense claims must be in line with the Rules of Audit, found in the Policy Manual and Zone Chairperson instructions on reverse side.)

ENCLOSURES (PLEASE MARK WITH AN X)		CORRESPONDENCE							
		Items US ZC	Items CDN ZC	US Rates		CDN Rates		Currency	
				\$ 0.44	\$ 1.03	US	CDN		
_____ Bulletin for month of claim				\$ 0.75	\$ 0.57				
_____ ZC Monthly Report									
_____ Zone Meeting Report									
_____ Copies of Letters									
RECEIPTS MUST BE ENCLOSED FOR FARES & HOTELS				Mailed to the US	\$ -	\$ -	\$ -	\$ -	
				Mailed to Canada	\$ -	\$ -	\$ -	\$ -	
		1. Total Postage =						\$ -	\$ -

MILEAGE, HOTEL, FARES AND OTHER EXPENSE

Type of Visit	Date	Place	R.T. Miles	Miles (Note 1) \$ 0.25	Fares \$ (Note 3)		Hotel \$ (Note 4)	Currency	
					US	CDN		US	CDN
ZCE School/Annual				\$ -				\$ -	\$ -
District Cabinet Mtg.				\$ -				\$ -	\$ -
Fall Forum				\$ -				\$ -	\$ -
Zone Meeting				\$ -				\$ -	\$ -
Club Officer Training				\$ -				\$ -	\$ -
2. Total								\$ -	\$ -

Club Visits by ZC Date	Club	R.T. Miles	Miles (Note 1) \$ 0.25	Fares \$ (Note 3)		Hotel \$ (Note 4)	US	CDN
				US	CDN			
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
(Note 2) 3. Total =				☐	☐	☐	\$ -	\$ -

Club Visits with DG Date	Club	R.T. Miles	Miles (Note 1) \$ 0.25	Fares \$ (Note 3)		Hotel \$ (Note 4)	US	CDN
				US	CDN			
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
(Note 2) 4. Total =				☐	☐	☐	\$ -	\$ -

5. Annual Allowance for Bulletin, photocopying, etc(\$20.00 To be submitted in June)									
GRAND TOTAL FOR SECTIONS 1-5									
								\$ -	\$ -
								US	CDN

Notes:

- Calculate the \$ amount at the current rate and show in "Miles x \$.25" column.
- Total the miles in the "Round Trip Miles" column for visits and multiply by the current rate in the "Miles x \$.25 column". Extend into US column.
- Payment for fares for Canadian ZC's will be in the actual currency paid by claimant. Payment to US ZC's will be in the equivalent of US funds.
- Hotel allowance is payable in US funds, no matter where located.

For MD19 Office Use		
	US	CDN
Paid	\$	
Check #		
Held	\$	