

PA GENERAL REIMBURSEMENT POLICY RULES GOVERNING REIMBURSEMENT OF EXPENSES

PRESENTATION OF CLAIMS Only those expenses incurred while attending State Council Meetings or the State Convention are to be charged to the State. Meals while traveling to and from State Council Meetings or State Convention are not reimbursable. Expenses are to be entered on the PA STATE COUNCIL OF LIONS CLUBS EXPENSE FORM or STATE CONVENTION EXPENSE FORM.

TRANSPORTATION: All transportation shall be paid for one round trip at \$0.41 per mile, plus tolls (the total round trip mileage distance from the current address or former address, if you moved out of Pennsylvania and still are a Pennsylvania Lion, to all approved state meeting locations) or Jet Economy Fare, or regular fare on bus or train, **WHICHEVER IS THE LOWEST.** If commuting to a state meeting, mileage and toll reimbursement for subsequent round trips for the same meeting shall not exceed the maximum allowance for a hotel room reimbursement. For air, bus or train, a receipt is required.

MEALS: Not to exceed \$16.00 per day. **HOTEL ROOM:** \$50.00 per night.

SPECIAL NOTICE --- AT STATE COUNCIL MEETINGS:

1. Anyone qualifying for and requesting lodging reimbursement must stay at the designated hotel. Hotel or motel reimbursement will be for **SATURDAY NIGHT ONLY.** **EXCEPTION:** Consideration will be given for Friday Night Lodging when the Committee Chairperson or Coordinator must conduct a meeting or seminar on Saturday morning. No reimbursement for Sunday Night Lodging or Sunday meals. Sunday breakfast will be considered if State Council reconvenes Sunday morning and only if the Lion is reporting to State Council. There are no reimbursements after the conclusion of the State Council Meeting.
2. MapQuest shall be used to determine mileage in disputed cases.
3. No one may receive reimbursement more than once for any one meeting.
4. District Governors shall be reimbursed for the first State Council Meeting from the State. The reimbursement is for one (1) night's lodging, one (1) day's meals and mileage.
5. State Committee Chairpersons, designated Committee members, or Coordinators will receive reimbursement only when required to make a report to State Council.
6. The Pride Editor and Chairpersons, or designated Committee members, of the following committees shall be reimbursed from their respective accounts and not from the State Council Administrative Fund: State Convention, International Convention, All State Band.
7. If two (2) or more reimbursable Pennsylvania Lions travel in the same vehicle to a meeting, only one Pennsylvania Lion shall be entitled to claim mileage expenses.
8. When two (2) Lions who are entitled to room reimbursement share a room at a meeting, only one (1) Lion can claim reimbursement or they can split the room expense on the reimbursement form explaining that they shared the cost. State the name of the Lion who is submitting the bill.
9. In order to be reimbursed for expenses, expense account claims must be received in the State Office no later than thirty (30) days after the function for which the claim is being filed. Expense account claims received after the thirty (30) day period will be referred to the Finance Committee for their approval and referral to the Council of Governors at the next scheduled State Council meeting.
10. Any Lion receiving General Reimbursement Policy from L.C.I. is not entitled to reimbursement from State Council. Any Lion traveling and rooming with said Lion is entitled to meals only.

Exception: District Governors are reimbursed for the first State Council Meeting.

ANYONE NOT COMPLYING WITH THE ABOVE WILL NOT RECEIVE PAYMENT.