

MULTIPLE DISTRICT 14 GENERAL REIMBURSEMENT POLICY/ RULES GOVERNING EXPENSE REIMBURSEMENT

PURPOSE:

Provides the required guidelines that the pre-ordained Multiple District representatives must follow. The intent is to ensure that payments made by the Multiple District are for ordinary and necessary expenses incurred while conducting official Multiple District business.

General:

1. Presentation of Claims – only those expenses incurred while attending in-person State Conventions, State Council of Governors Meetings, Committee Meetings, and mandatory trainings sessions are to be charged to the Multiple District.
2. Reimbursement shall not exceed \$75 one-night lodging, \$24 per diem per day and \$0.50 per mile. Receipts are required.
3. No reimbursement or allowance is due if the meeting, training, or other event is conducted telephonically or via any virtual meeting platform.
4. No Lion may receive reimbursement for:
 - a. Serving multiple roles at the same meeting/training/event. Only one role will be reimbursed.
 - b. Cash advances.
 - c. Travel, rooming, and meal expenses reimbursed by Lions Clubs International, nor may another otherwise eligible Lion claim MD-14 reimbursement for these same expenses, with the exception of meal expenses not to exceed the \$24 per diem allowance. Note: Seated District Governors are reimbursed by MD-14 for the first State Council Meeting for one-night lodging, transportation and one day per diem meal allowance.
 - d. Shared lodging/hotel room at a meeting/training/event. Only one Lion can claim reimbursement for the lodging/hotel.
Note: Lions may claim split expenses on separate reimbursement forms with explanation that the room cost and/or transportation was shared and must include the names.

- e. Transportation mileage or tolls claimed by another Lion. When two or more Lions eligible for travel reimbursement are traveling in the same vehicle, only one Lion can claim those expenses.
- f. Costs of a spouse, partner or guest attending event with an eligible Lion.

5. Transportation

- a. Transportation shall be paid for one round trip at \$0.50 per mile, plus tolls (the total round trip mileage distance from the current address or former address, if you move outside of Pennsylvania and are still a Pennsylvania Lion, to all state meeting locations) or Jet Economy Fare, or regular fare on bus or train, whichever is the lowest.
- b. If commuting to an approved meeting/event mileage and toll reimbursement for subsequent round trips for the same meeting/event shall not exceed the maximum allowance for a hotel room reimbursement. For air, bus or train a receipt is required.
- c. Acceptable mileage verification must be submitted with reimbursement request.

6. Lodging/Hotel

- a. Lodging reimbursement shall not exceed \$75 per night.
 - b. Anyone qualified for and requesting lodging reimbursement for a State Council of Governors Meeting must stay at the designated hotel.
 - c. Lodging reimbursement shall be for Saturday night only.
Exceptions: Consideration will be given for Friday night lodging when the Committee Chairperson or Coordinator must conduct a meeting, seminar, or report to the Council preliminary and general meetings.
 - d. There is no reimbursement for Sunday night lodging. There are no reimbursements after the conclusion of a State Council Meeting held on Sunday.
7. Per Diem Meal Allowance shall not exceed \$24 per day. Receipts are required. There is no reimbursement for Sunday meals. If the State Council of Governors reconvenes on a Sunday morning, breakfast expenses are allowable only if the Lion is required to report to the meeting.
8. State Committee Chairpersons, designated Committee Members, or Coordinators will receive reimbursement only when required to make a report at a State Council of Governors Meeting or a required to hold meetings/work sessions in their individual policy.

9. 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 and the All State Band.
10. In accordance with Policy 404: Representatives from the following State Foundations are reimbursed by their respective foundations: PA Lions Sight Conservation and Eye Research Foundation, PA Lions Hearing Research Foundation, Lions of Pennsylvania Foundation, and PA Lions Beacon Lodge Camp.
11. Distribution of funds to Vice District Governors is covered by Policy 204C: Vice District Governor Allowance and Policy 204D: Vice District Governor Allowance Certificate of Attendance.
12. Policy 204A: Requests for reimbursement must be submitted to the State Administrator on the State Expense Request Form (Policy 204A) no later than thirty (30) days after the State Council Meeting, training, or events. Expense requests received after the thirty (30) day period will be referred to the Finance Committee for review, if approved, the request is then referred to the Council of Governors for consideration at the next scheduled meeting.
13. Non-compliance with this policy may result in non-reimbursement of expenses.