

STATE CONVENTION EXPENSES

PRESENTATION OF CLAIMS: Only those expenses incurred while attending the State Convention are to be charged to the State. Anyone qualifying for and requesting lodging reimbursement must stay at the designated hotel. Meals while traveling to and from the State Convention are not reimbursable. Expenses are to be entered on the STATE CONVENTION EXPENSE FORM.

TRANSPORTATION: All 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 moved out of Pennsylvania and still are a Pennsylvania Lion, to the state convention location) 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 \$24.00 per day. **HOTEL ROOM:** \$75.00 per night.

SPECIAL NOTICE: AT STATE CONVENTION:

1. **THURSDAY EXPENSES** are payable only to those who are reporting to the State Council Meeting on Thursday. Lodging for Wednesday will be considered when the committee is meeting prior to the State Council.
2. **FRIDAY EXPENSES** are payable only to those committees required to meet on Friday morning, or making a presentation at any of the seminars or Saturday business session of the Convention.
3. **SATURDAY EXPENSES** are payable only to those Lions required to make presentations at any seminars or report on Sunday at the business session of the Convention.
4. MapQuest shall be used to determine mileage in disputed cases.
5. No reimbursement for Sunday night lodging or Sunday meals at the conclusion of the State Convention will be allowed.
6. No one may receive reimbursement more than once for any one meeting.
7. If two or more reimbursable Pennsylvania Lions travel in the same vehicle to the State Convention, only one Pennsylvania Lion shall be entitled to claim mileage expenses.
8. When two Lions who are entitled to room reimbursement share a room at the State Convention, only one 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 State Council at the State

Council's next scheduled 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.

ANYONE NOT COMPLYING WITH THE ABOVE WILL NOT RECEIVE PAYMENT