

## **INTERNATIONAL CONVENTION COMMITTEE EXPENSES**

### **PURPOSE:**

The purpose of this policy is to assure prompt and equitable partial payments to the members of the International Convention Committee for travel, room, and meals incurred while attending and participating in called meetings and at the International Convention for the year the member/members were appointed to serve.

### **GENERAL:**

1. Funds so disbursed for reimbursement shall be from the International Convention Fund.
2. Reimbursement for travel, room, and meals expenses for attending and participating in meetings of the International Convention Committee during the year prior to the International Convention and for a subsequent meeting following the International Convention shall be made to the three sitting members of the committee subject to the PA General Reimbursement Policy that governs reimbursement of expenses.
3. Reimbursement for attendance at the International Convention shall be made as follows:
  - a. Reimbursement for expenses, not to exceed five days and five nights, travel time included, for lodging, meals, and travel, shall be made in accordance with the PA General Reimbursement Policy as set forth in Policy 204 for the three sitting members of the International Convention Committee who, in accordance with Policy 206- International Convention Committee, attend and participate in assigned duties at the International Convention.
  - b. Any balance remaining in the International Convention Fund, after all expenses including those incurred by the members of the committee have been paid, shall be accumulated by the State Administrator for use at future International Conventions.
  - c. Funds so disbursed shall not exceed the amount so collected in the International Convention Fund for the Lions year of the International Convention as budgeted by the Finance Committee and the State Council without prior approval of the Council of Governors.
  - d. All funds of the International Convention Committee shall be accumulated and disbursed by the State Administrator in accordance with the budget presented by said committee.