

# Claim Form Instructions

## Travel Expense Claim Form

- Use the District Governor Expense Reimbursement Policy in completing claim.
- Record meeting code in third column (use legend in top right corner of claim form)
- For non-US claims, meal, hotel and transportation costs are to be submitted in local currency.
- For non-US claims, miles/kilometers expenses will be in US dollars and converted at bottom of claim into local currency.
- Round to the nearest whole number for miles/kilometers driven.
- For non-US claims enter the LCI exchange rate use the link to left of cell. NOTE: This is for an Excel format submission only.
- District Governor signature only required (except for the Governors in India) when a representative has traveled on their behalf, then both the Governor and representative must sign.

## Expense Claim

By the 20<sup>th</sup> day following the reporting month, the following documentation must be submitted to Lions Clubs International:

- District Governor's Travel Expense Claim (C-30)
- District Governor's Meeting/Visitation Report (M-26) required for all meetings/visits
- Include appropriate hotel, meal and transportation receipts.

These documents should be sent to:  
Lions Clubs International  
English Language Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA  
Email: [dgexpenses@lionsclubs.org](mailto:dgexpenses@lionsclubs.org)  
Fax: 630-571-1693