

FAQ's – Accounting Department

1. **Q.** Are visitation reports needed for all visits? **A.** Yes, a visitation report is to be attached for every visit/meeting charged to the association.
2. **Q.** Must I visit every club in my district? **A.** No. The district governor is expected to personally contact each club president during their term of office. You are encouraged to visit each club.
3. **Q.** Do I need to sign my claim form? **A.** No, however, if a representative is charging expenses to your budget, your signature is required as well as the representatives. For India, however, all expense claims must be signed.
4. **Q.** What type of receipt is needed for airline tickets? **A.** The E-ticket itinerary and proof of payment. That is, canceled check, credit card statement or paid receipt from the travel agency if paid by cash.
5. **Q.** What are the meal and hotel allowances? **A.** Actual cost not to exceed US\$25 per meal and actual cost not to exceed US\$75 per night for hotel. Itemized receipts must be submitted. All US hotels must show a zero balance.
6. **Q.** Can I just leave the totaling of my claim to LCI to complete? **A.** No. If the claim is not totaled, the expenses will not be reimbursed.
7. **Q.** Is a routing guide such as MapQuest required to be submitted with my claim? **A.** No, they are not necessary.
8. **Q.** If my expenses exceed the allowances, do I put what I actually paid on the claim? **A.** No. Please use the Reimbursement Policy maximums if your expenses exceed the allowances.
9. **Q.** Can my reimbursements be direct deposited into my bank account? **A.** Yes, please contact us at DistrictGovernorClaims@lionsclubs.org for these types of transactions.
10. **Q.** I am starting a new Lions club. How many times can I meet with this club and be reimbursed for my expenses? **A.** Two visits per club in the process of organization, but not yet chartered. Then one more visit for the actual charter night. The charter night will count as your official visit.
11. **Q.** I failed to submit my claims by the 20th of the following month for six months. Can I submit my claims and be reimbursed? **A.** Claims received 60 days after the monthly deadline will not be reimbursed.
12. **Q.** Will I be reimbursed for multiple district GMT/GLT or CEP meetings? **A.** Yes, but they count as one of your allotted multiple district meetings for the year. If a multiple-district level meeting takes place in your sub-district, you may count it as a district-level meeting.
13. **Q.** Are credit card receipts accepted as receipts? **A.** No. The Reimbursement Policy requires a paid itemized receipt. They can be used as proof of payment
14. **Q.** Where do I send my claim? **A.** To the email address shown on the claim form or mail to LCI Headquarters , 300 W. 22nd Street, Oak Brook, IL 60523-8842 U.S.A. Atten: District & Club Division