

PAST PRESIDENTS/INTERNATIONAL DIRECTORS/PAST DIRECTORS

Please review before submitting In District, Speaker/Forum, and Committee/Board meeting expense claims.

CHECKLIST:

- Are you using the new updated expense claim forms?
If not, they will be **returned**. (Look on LCI website)
- Do you have **one** claim form per month?
- Did you indicate the currency being used on the claim?
- If your claim is for NON-US currency **do not convert**.
Just show the total for each currency on the bottom of the claim form.
- Have you obtained prior approval from the Travel Department for airfares over US\$1,000 (including In District travel)?
travel@lionsclubs.org
- Did you include a Visitation Report Form for Official Speaking Assignments?
- Have you included all itemized meal receipts? Hotel receipts showing a zero balance?
- Did you remember to include a copy of your canceled check or credit card statement as backup for paid registration expenses?
- Did you include any comments pertaining to unusual circumstances that might have occurred, that we need to be aware of?
- If claims are submitted beyond the 60 day deadline, did you include your request for approval from the International President in order to be reimbursed?