

## RULES OF AUDIT

NOTE: The rules of audit are to serve as guidelines for reimbursement and are approved annually by the Council of Governors. Rules of Audit may be subject to change in order to maintain a balanced budget.

No travel expense accounts shall be paid unless submitted upon the approved form properly itemized and accompanied by the necessary receipts. Claims of less than \$20.00 will be held and paid with subsequent claims when they total at least \$20.00.

### All Claims must be submitted within sixty (60) days of the expense that was incurred in order to be paid.

1. POSTAGE: (Postage paid in the currency of the Zone Chairperson's country). The actual amount of postage can be claimed for the following
  - a) Bulletins: Reimbursed for monthly Zone Bulletins (1 oz, 30 g or less) to each Lions Club President, Secretary, ZC's District Governor, Vice District Governor, MD 19 Council Chairperson, MD19 Vice Council Chairperson and MD19 Office.
  - b) Letters: Reimbursed for two additional mailings (1oz, 30 g or less) per month to each Lions Club in the Zone, the District Governor, the Vice District Governor and MD19 Office.
  - c) Reimbursement is contingent on receipt in the MD19 Office of the monthly bulletins and copies of letters sent out.
  - d) Canadian Zone Chairpersons will be reimbursed for GST.
2. MILEAGE FOR VISITS (Mileage paid in US Funds):

Mileage is to be submitted in miles for both U.S. and Canadian Zone Chairpersons. Miles can be calculated by multiplying Kilometers by .621. Mileage is calculated from the meeting place of the Zone Chairperson's home club. Reimbursement is \$.25 per mile round trip by the most direct route. Visits must be reported on the proper form as indicated below. Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round trip miles, if airfare is submitted. Receipt required for payment.

  - a) Official Zone Chairperson visits to Lions Clubs – Maximum 1 visit - (Reported on Zone Chairpersons Monthly Report)
  - b) Official Zone Chairperson visits with District Governor when not traveling with Governor – Maximum 1 visit - (Reported on Zone Chairpersons Monthly Report.)
  - c) Zone Meetings (Reported on Zone Advisory Committee Meeting Report) Maximum 3 Zone Meetings allowed. Must be held within geographic boundaries of the Zone except for a Zone Meeting held at the District Spring Conference.
  - d) District Cabinet Meetings (Reported on Zone Chairpersons Monthly Report) Maximum 3 District Cabinet Meetings. Meetings must be held within the geographic boundaries of the District, except the Cabinet Meeting at the Spring Conference. In order to receive reimbursement for a Cabinet Meeting at a Spring Conference, the Conference must be held within 50 miles (round trip) of the District boundaries.
  - e) Club Officer Training School (must be held after club elections in spring and prior to June 30 of his/her year in office).
  - f) MD19 Annual Convention (\$0.25) cents per mile. Attendance at Rap Session required for payment.
3. FARES:

Reimbursements will be made for actual ferry fares and the lesser of the actual cost of airfares or the round trip miles, if airfare is submitted. Canadian Zone Chairpersons will receive reimbursement for fares such as bus, air, ferry and toll highways in the actual currency paid. Fare receipt required for payment.
4. HOTEL ALLOWANCE (Hotel allowance paid in US Funds):

Hotel allowance is \$40.00 per night for the following.

  - a) One night for Official Zone Chairperson visits over 200 miles round trip or if ferry/plane schedules do not permit same day return. – Maximum 2 per club. Hotel receipt required.
  - b) One night for club visits where it is necessary to stay overnight to make two or more Official Zone Chairperson visits on one trip. Hotel receipt required
  - c) One night for District Cabinet Meetings if round trip miles are over 200 miles. Hotel receipt required.
  - d) Regardless of the miles traveled, when one of the three District Cabinet Meetings claimed is held in conjunction with the District Spring Conference, 2 nights of hotel allowance are allowed, provided the Zone Chairperson attends the Cabinet Meeting and hotel receipt submitted.
  - e) MD19 Annual Convention 2 nights, Hotel receipt and attendance at Rap Session required for payment.
5. PRINTING COSTS:

An annual allowance of \$20.00 will be made to each Zone Chairperson upon request to help defray copying costs of the Zone Bulletin. REIMBURSEMENT IS CONTINGENT ON RECEIPT IN THE MD19 OFFICE OF 10 BULLETINS.
6. ZONE CHAIRPERSON ELECT SCHOOL – SPRING COUNCIL MEETING (Hotel and mileage allowance paid in US Funds) ZCE's will be reimbursed \$40.00 per night for a maximum of three nights, and \$.25 per mile round trip by the most direct route. Hotel bill receipt is required and attendance at the ZC's school is mandatory if claim is made. ZCE's must sign in on the attendance sheet at each session.
7. There are no allowances for telephone expenses.