

ZONE CHAIRPERSON EXPENSE CLAIM (An MD19 Budget Item)
Multiple District 19, Lions International

Name: _____ District/Zone: _____ Date Mailed: _____

Month Claimed for: _____

(All expense claims must be in line with the Rules of Audit, found in the Policy Manual and Zone Chairperson instructions on reverse side.)

ENCLOSURES (PLEASE MARK WITH AN X) _____ Bulletin for month of claim _____ ZC Monthly Report _____ Zone Meeting Report _____ Copies of Letters RECEIPTS MUST BE ENCLOSED FOR FARES & HOTELS	CORRESPONDENCE					
			To US		To Canada	
	Items US	Items CDN	US Zone Chairpersons	\$ 0.58	\$ 1.20	Currency
	ZC	ZC	CDN Zone Chairpersons	\$ 1.33	\$ 1.15	US CDN
			Mailed to the US	\$	\$	\$ \$
			Mailed to Canada	\$	\$	\$ \$
1. Total Postage =					\$	\$

MILEAGE, HOTEL, FARES AND OTHER EXPENSE

Type of Visit	Date	Place	R.T. Miles	Miles (Note 1) \$0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	Currency		
					US	CDN		US	CDN	
ZCE School				\$				\$	\$	
District Cabinet Mtg. (3 Paid)				\$				\$	\$	
MD19 Annual Convention				\$				\$	\$	
Zone Meeting (3 Paid)				\$				\$	\$	
Club Officer Training				\$				\$	\$	
2. Total =								\$	\$	
Club Visits by ZC										
Date	Club		R.T. Miles	Miles (Note 1) \$0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN	
				\$				\$	\$	
				\$				\$	\$	
				\$				\$	\$	
				\$				\$	\$	
3. Total =					⇨	⇨	⇨	\$	\$	
Club Visits with DG										
Date	Club		R.T. Miles	Miles (Note 1) \$0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN	
				\$				\$	\$	
				\$				\$	\$	
				\$				\$	\$	
				\$				\$	\$	
4. Total =					⇨	⇨	⇨	\$	\$	
5. Annual Allowance for Bulletin, photocopying, etc. (\$20.00 To be submitted in June)										
GRAND TOTAL FOR SECTIONS 1-5										
								(include Postage)	\$	\$
								US	CDN	

Notes:

- Calculate the \$ amount at the current rate and show in "Miles x \$.35" column. To get miles, multiply km by .621.
- Payment for fares for Canadian ZC's will be in the actual currency paid by claimant. Payment to US ZC's will be in the equivalent of US funds, even if it is a Canadian fare.
- Hotel allowance is \$60.00 and payable in US funds, no matter where located.

Email to: md19lions@lionsmd19.org

OR

Mail to: MD19 Lions Office
4141 Bennett Drive
Bellingham, WA 98226

For MD19 Office Use		
	US	CDN
Paid	\$	
Check #		
Held	\$	