

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)		CORRESPONDENCE						
					To US		To Canada	
_____	Bulletin for month of claim	Items US	Items CDN	US Zone Chairpersons	\$ 0.50	\$ 1.15	Currency	
_____	ZC Monthly Report	ZC	ZC	CDN Zone Chairpersons	\$ 1.33	\$ 1.11	US	CDN
_____	Zone Meeting Report			Mailed to the US	\$	\$	\$	\$
_____	Copies of Letters			Mailed to Canada	\$	\$	\$	\$
RECEIPTS MUST BE ENCLOSED FOR FARES & HOTELS							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		Club	R.T. Miles	Miles (Note 1) \$ 0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
Date					US	CDN			
				\$				\$	\$
				\$				\$	\$
				\$				\$	\$
				\$				\$	\$
3. Total =					⇨	⇨	⇨	\$ -	\$ -
Club Visits with DG		Club	R.T. Miles	Miles (Note 1) \$ 0.35	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
Date					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.
- 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
4141 W Maplewood Avenue
Bellingham, WA 98226

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