

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 CORRESPONDENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2"></th> <th colspan="2" style="text-align: center;">To US</th> <th colspan="2" style="text-align: center;">To Canada</th> <th colspan="2"></th> </tr> <tr> <td style="width: 5%;">Items</td> <td style="width: 5%;">Items</td> <td style="width: 20%;">US Zone Chairpersons</td> <td style="width: 10%;">\$ 0.78</td> <td style="width: 10%;">\$ 1.70</td> <td colspan="3" style="text-align: center;">Currency</td> </tr> <tr> <td>US</td> <td>CDN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ZC</td> <td>ZC</td> <td>CDN Zone Chairpersons</td> <td style="background-color: yellow;">\$ 1.75</td> <td style="background-color: yellow;">\$ 1.44</td> <td>US</td> <td>CDN</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Mailed to the US</td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Mailed to Canada</td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> <td></td> </tr> <tr> <td colspan="4"></td> <td colspan="2" style="text-align: right;">1. Total Postage =</td> <td>\$</td> <td>\$</td> </tr> </table>						To US		To Canada				Items	Items	US Zone Chairpersons	\$ 0.78	\$ 1.70	Currency			US	CDN							ZC	ZC	CDN Zone Chairpersons	\$ 1.75	\$ 1.44	US	CDN				Mailed to the US	\$	\$	\$	\$				Mailed to Canada	\$	\$	\$	\$						1. Total Postage =		\$	\$
		To US		To Canada																																																							
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				1. Total Postage =		\$	\$																																																				

MILEAGE, HOTEL, FARES AND OTHER EXPENSE

								Currency	
Type of Visit	Date	Place	R.T. Miles	Miles (Note 1) \$ 0.60	Fares \$ (see Note 2)		Hotel \$ (Note 3)	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				Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
Date	Club	R.T. Miles	Miles (Note 1) \$ 0.60	US	CDN			
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
3. Total =				⇨	⇨	⇨	\$	\$

Club Visits with DG				Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
Date	Club	R.T. Miles	Miles (Note 1) \$ 0.60	US	CDN			
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
			\$				\$	\$
4. Total =				⇨	⇨	⇨	\$	\$

GRAND TOTAL FOR SECTIONS 1-5									
								(include Postage)	
								\$	\$
								US	CDN

Notes:

- Calculate the \$ amount at the current rate and show in "Miles x \$.60" 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 \$100.00 and payable in US funds or Canadian equivalent.

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	\$	