

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					
			US Rates		CDN Rates	
	Items US	Items CDN	\$ 0.58	\$ 1.20	Currency	
	ZC	ZC	\$ 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) \$ 0.50	Fares \$ (see Note 2)		Hotel \$ (Note 3)	Currency	
					US	CDN		US	CDN
ZCE School/Annual				\$ -				\$ -	\$ -
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) \$ 0.50	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
					US	CDN			
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				\$ -				\$ -	\$ -
				3. Total =	⇐	⇐	⇐	\$ -	\$ -
Club Visits with DG	Date	Club	R.T. Miles	Miles (Note 1) \$ 0.50	Fares \$ (see Note 2)		Hotel \$ (Note 3)	US	CDN
					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:

1. Calculate the \$ amount at the current rate and show in "Miles x \$.50" column.
2. 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.
3. Hotel allowance is \$75.00 and payable in US funds, no matter where located.

Email to: md19lions@lionsmd19.org

OR

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

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

E-ZC 2015