

EXPENSE CLAIM

complete green areas

Name:

Address:

Lions Club of

Postal Code

District A Month
 Region Year
 Zone

***** RECEIPTS REQUIRED *****

Date	OFFICERS SPECIFY:(1) Official Visit, (2)Cabinet Meeting, (3)Zone Advisory, (4)Region or Zone Rally, (5)Extension Visit, (7)Name of Club & Town visited. COMMITTEES SPECIFY: (a) Committee Name	Breakfast max. \$8	Lunch max. \$10	Dinner max. \$15	Long Dist.Calls	Postage	Hotel max. \$75/day	Transport (Air-economy, R.R., Bus)	Kms travelled	Amount @ \$0.30	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A-5 differential enter total kms here =>										<input type="text"/>	<input type="text"/>
										Total	<input type="text"/>

Signature:
 (Add your Title)

Approved by:
 (District Governor / MDA Committee Chair)

Date:

Date:

Expense claims during Lions' year must be received by MD"A" Treasurer by July 31.

For Office use only	
Account No.	<input type="text"/>
Verified by	<input type="text"/>
Cheque No.	<input type="text"/>
Date issued	<input type="text"/>
Minutes Rec'd	<input type="text"/>

Officers and committee members to send two (2) copies of this form to Dist Gov or Committee Chair with receipts.

District Governor / MDA Committee Chair to forward one (1) approved copy to District "A" Office with supporting vouchers

Expense Claims not requiring receipts such as kilometre or meal claims may be submitted by E-Mail

by the District Governor or MDA Committee Chair. District officers and MDA committee members may send by email . to their Governors/Committee chairs for approval