

A correctly filled-out Expense Form must accompany **all** requests for expense payments.

District Instructions for MDA Expenses

District Officers include:

- District Governor
- First Vice District Governor
- Second Vice District Governor
- Region Chairs
- Zone Chairs
- Immediate Past District Governor

District Officers must submit a copy of the approved expense form (available on the MDA website) and the required receipts to their District Governor.

The District Governor will verify that the claim complies with the MDA Rules of Audit, as outlined in the MDA Policy and Procedure Manual.

The Governor forwards the approved copy of the Expense Form and all receipts to treasurer@mdalions.org or by mail to the Council Treasurer.

Digital copies of receipts and Expense Forms in the prescribed formats (Excel, Google Sheets, and PDF), sent by email, are acceptable. JPEG images are not acceptable.

Forms that are not completed correctly or are missing required information or receipts will be sent back to the District Governor for correction and **must be resubmitted** to the Council Treasurer.

MDA Committee Chair Instructions for MDA Expense

MDA Committee Members are to send a copy of the approved expense form and the required receipts to their respective Committee Chairs and/or Council Chair.

The Committee Chair forwards the approved copy of the Expense Form and all receipts to treasurer@mdalions.org or by mail to the Council Treasurer.

Digital copies of receipts and Expense Forms in the prescribed formats (Excel, Google Sheets, and PDF), sent by email, are acceptable. JPEG images are not acceptable.

Forms that are not completed correctly or are missing required information or receipts will be sent back to the Committee Chair for correction and **must be resubmitted** to the Council Treasurer.