



Multiple District "A" Treasurer, Box 656, Watford, ON, NOM 2S0
 treasurer@mdalions.org Cell 519 859-3351

EXPENSE CLAIM

Complete all green areas

Name: District A Month
 Address: Region Year
 Postal Code Zone
 Lions Club

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

Date yyyy/mm/dd	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. \$10	Lunch max. \$12	Dinner max. \$18	Other Expenses	Registration, Hotel max. \$100/day	Transport (Air- economy, R.R., Bus)	Kms travelled	Amount @ \$0.35	Total
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
									0.00	0.00
District A-5 enter total kms here →									0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0	Total	0.00

Signature: Date:
 (Title) yyyy/mm/dd

Approved by: Date:
 (District Governor / MDA Committee Chair) yyyy/mm/dd

Officers and Committee Members are to send completed expense claim forms with required receipts to their District Governors or Committee Chair for approval.

The District Governor or Committee Chair will forward approved copies and required receipts to the District Treasurer. Expense claims can be submitted via email.

Expense claims for this Lions year must be submitted by July 31st of the next Lions Year.
 Claims submitted after this date will have to be approved by Council at its first meeting in September.

For Office use only
Account No.
Verified by
Cheque No.
Date issued
Minutes Rec'd