

DISTRICT INSTRUCTIONS

District Officers (DG, Vice-Governors, Region Chairs, Zone Chairs) to send two (2) copies of this form to District Governor with required receipts.

District Governor to audit and verify that claim meets Rules of Audit.

District Governor to forward one (1) approved copy to District "A" Office with required supporting vouchers

Expense Claims that do not require receipts such as kilometer or meal claims may be submitted by email by the District Governor. District officers may send by email to their District Governor for approval.

MDA COMMITTEE INSTRUCTIONS

Committee members are to send two (2) copies of this form to their Committee Chairs with the required receipts

Committee Chairs are to audit and verify that claim meets Rules of Audit.

Committee Chair is to forward one (1) approved copy to District "A" Office with required supporting vouchers

Expense Claims that do not require receipts such as kilometer or meal claims may be submitted by email by the Committee Chair. Committee members may send by email to their Committee Chair for approval.