

**EXPENSE CLAIM***complete green areas*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Lions Club of \_\_\_\_\_

\_\_\_\_\_

Postal Code

District A \_\_\_\_\_

Region \_\_\_\_\_

Zone \_\_\_\_\_

Month \_\_\_\_\_

Year \_\_\_\_\_

*** 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 @ \$0.28	Total
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
A-5 differential enter total kms here =>										0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<b>Total</b>	<b>0.00</b>

Signature: \_\_\_\_\_

(Add your Title)

Date: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

(District Governor / MDA Committee Chair)

Date: \_\_\_\_\_

**For Office use only**

Account No. \_\_\_\_\_

Verified by \_\_\_\_\_

Cheque No. \_\_\_\_\_

Date issued \_\_\_\_\_

Minutes Rec'd \_\_\_\_\_

**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 vouc****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 .** Revised 2017-09-11**to their Governors/Committee chairs for approval**