

MULTIPLE DISTRICT FOUR • RULES OF REIMBURSEMENT FORM

August Fall Mid-Winter June Other: _____

NAME _____ DATE _____

TITLE or COMMITTEE _____ DISTRICT _____

REGISTRATION: (if charged maximum reimbursement is \$15) \$ _____

MEALS: (2 meals per day maximum) \$25 /meal x # _____ = \$ _____
(Host Meal form or meal receipt must accompany this form)

LODGING: (3 day maximum) \$75/day x #nights _____ = \$ _____
(Host Hotel bill must accompany this form)

Parking (up to \$10/day – receipt required) #days _____ x rate _____ = \$ _____

I am sharing a room with another Lion , _____, who is covered by ROR for this meeting.

TRAVEL: (mileage is round trip) 50¢/mile x _____ miles = \$ _____

I traveled in a car with another Lion (_____) who is covered by Rules of Reimbursement for this meeting.

Or coach/economy Air Fare, Train, or Bus (attach receipt ,not itinerary) \$ _____

Signature _____ **Total Due \$** _____

Mailing Address: Street/PO BOX _____ Apt/# _____

City _____ State _____ Zip _____

For quicker turn around for reimbursement, please complete at event and drop in box near the sign-in area. Thank you for your prompt submission of your ROR.

See back for detailed information

Rules of Reimbursement (ROR)

1. All requests for ROR must be submitted **within thirty (30) days** after completion of the qualified meeting or event. ROR requests received after this deadline shall NOT be eligible for reimbursement. Meeting attendance sign-in is required.
2. To receive ROR for **Lodging**, you must reside at the designated MD-4 Host Hotel under the Lion's block of reserved rooms and submit the hotel bill with the form.
3. To receive ROR for **Meals**, you must register with the Host and pay for 50% or more of the meals offered and submit the host receipt. **Only Host Meals Will Be Reimbursed.**
4. **Round trip mileage or airfare / train / bus travel.** When two or more Lions are covered by ROR for the same meeting and travel together, they shall both be entitled for meals reimbursement, but only one Lion for lodging when they share a room, and only one Lion for mileage.

Lions commuting on a daily basis to a meeting shall receive ROR for such daily mileage on an accumulated basis for each daily round trip, up to a maximum of 150 miles, not to exceed 3 round trips.

Air/Train/Bus travel is economy/coach fare. Only the receipt is submitted not itinerary.

Who may apply?

(ROR applies as defined by the Constitution and Bylaws or the Policy and Procedures Manual)

1. Expenses of the Council of Governors (current year) shall consist of a maximum for three (3) days lodging and three (3) days meals at one Council of Governors meeting and a flat rate of \$200 for the MD4 convention. All other reimbursable expenses are to be submitted to Lions International.

1st and 2nd Vice District Governors shall be entitled to receive reimbursement under the General reimbursement Policy for all four meetings (Mid-Winter is 2 days).
2. Any committee member of a standing committee or other committee required to attend COG meetings is eligible for ROR. Any member required to attend the annual MD4 Convention for a presentation and not the preceding COG will be covered by rules of Reimbursement for one (1) day including lodging, meals and travel.
4. The International Hospitality Committee is covered by MD4 Policy and Procedures and Budget. Please check current ROR and flight cost maximums.
5. District Student Speakers Chairpersons shall be covered by the General Reimbursement Policy for one day's lodging and one day's meals, plus mileage to attend a council meeting if required. Students competing may apply for one days ROA.
6. **The General Reimbursement Policy is section 4.4 of the MD4 Policy and Procedures Manual. Please review for additional information.**