

MULTIPLE DISTRICT FOUR • RULES OF REIMBURSEMENT FORM

August Fall Mid-Winter June Other: _____

NAME _____ DATE _____

TITLE or COMMITTEE _____ DISTRICT _____

MEALS: (2 meals per day maximum) per meal \$25.00 x # of meals = \$
(HOST MEAL FORM RECEIPT MUST ACCOMPANY THIS FORM.)

LODGING: (3 day maximum) per day \$75.00 x # of nights = \$
(HOST HOTEL BILL MUST ACCOMPANY THIS FORM.)

I am sharing a room with another Lion (_____) who is covered by rules of Reimbursement for this meeting

MILEAGE: (Don't forget to double on-way trip" round trip") per mile 50¢ x miles = \$
OR actual Air Fare (yours only, attach receipt), whichever is less or flight = \$

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

TOTAL REIMBURSEMENT DUE \$

Signature _____

Mailing address:

If you have received a check with your address printed on it, you are in the banking program and unless you have a change or you want it sent some where else, there is no need to fill this in again. For Direct Deposit please supply an voided check or your

I am currently signed up for direct deposit See Form.

April 2019

Rules of Reimbursement

1. **All requests for Rules of Reimbursement (ROR) reimbursement must be submitted to the MD-4 office within thirty (30) days after completion of the qualified meeting or event. Requests for reimbursement received after this deadline shall NOT be eligible for reimbursement.** (Meeting attendance sign-in is required)
2. To receive rules of Reimbursement for **housing**, all individuals, including Council members, **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 rules of Reimbursement for **meals**, individuals including Council members **must register with the event Host and pay for 50% or more of the meals scheduled** during the time they are requesting reimbursement and **submit the host receipt. ONLY HOST MEALS WILL BE REIMBURSED.**
4. **Mileage to and from the Venue or airfare**, which ever is less. If you live close by and not registered at the host hotel, and choose to travel to and from the venue, you may request reimbursement of up to 150 miles total for 3 round trips.
4. When two or more Lions are covered by Rules of Reimbursement 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.
5. Rules of reimbursement shall apply once for a combination of events.

Who may apply? (ROA apply as defined by the Constitution and Bylaws or The Policy and Procedures Manual)

1. a. **District Governors** will apply through LCI for (3) three Council of Governors (COG) meetings and/or MD4 Convention. The (1) one COG and the International Convention are covered by MD-4. District Governors Elect are covered by LCI for the International Convention.
b. All **Vice District Governors and Vice Governors Elect** will apply for ROA through the MD-4 Office for all COG meetings except the MD-4 convention, see the Policy and Procedure Manual 4.3.b. There is no reimbursement for the convention.
2. Any **Standing Committee Member, Other Required Committee Member** or a **Lion standing in for a required member**, required to attend COG meetings is eligible for ROA. Any member required to attend the annual MD-4 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 the MD-4 for the number of days of the International convention. Please check current flight cost maximums before purchasing your ticket.
5. **District Student Speakers Chairpersons** shall be covered for one (1) day's lodging and one (1) day's meals plus mileage to the first COG meeting (August). Students competing may apply for one days ROA.

This form may be found online at: <http://md4lions.org>; administrative office

October 2015