

RULES OF AUDIT
GOVERNING REIMBURSEMENT OF EXPENSES

1. **TRANSPORTATION:** Allowable transportation will be reimbursed on the basis of twenty-six (26) cents per mile for distance traveled, plus Bridge, Ferry and/or Toll charges, regardless of mode of transportation.
2. **LODGING:** Single occupancy rate, including tips, not to exceed \$30.00 per day.
3. **MEALS:** Actual cost, including tips, not to exceed \$14.00 per day.
4. **TELEGRAMS and TELEPHONE EXPENSES:** Reimbursement will be made only when telegrams are sent or calls are made by the claimant and only for administrative purposes pertaining to Virginia Lions. Claims must be itemized showing person to person and date.
5. **POSTAGE:** Reimbursement will be made for postage expended on business of Virginia Lions.
6. **STENOGRAPHIC EXPENSES:** A reasonable amount when required for typing or duplicating official mail.
7. **VISITATIONS:** A Zone Chairman or Deputy District Governor may be reimbursed for only one official visit to each club in his Zone or Region, unless specifically requested by his District Governor to make additional visits for a special purpose. In addition to the official visits specified above, each Zone Chairman and Deputy District Governor will be reimbursed for expenses to each Zone Advisory Committee meeting held in his respective Zone or Region. Also for each Cabinet Meeting called by the District Governor. Cabinet Secretary-Treasurer and District Chairman may be reimbursed for visits specifically authorized by the District Governor.
8. **FALL CONFERENCE - STATE CONVENTION and COMMITTEE MEETINGS:** A Zone Chairman, Deputy District Governor, or Cabinet Secretary-Treasurer will be reimbursed for allowable expenses for official attendance at his District Governor's Fall Conference, and the State Convention. District Committee Chairmen may be reimbursed only for such attendance if specifically authorized by the District Governor or the Council of Governors.
9. **PRESENTATION OF CLAIMS:** Expenses are to be rendered on the official forms, properly itemized, and accompanied by the necessary vouchers. All Claims must first be approved by the Claimant's District Governor. All claims against the Virginia Association of Lions Clubs should be reported quarterly.
10. **CODING:** All expenses must be coded to the proper budget item as follows:
 - O Official visit - See rule No. 7
 - Z Zone Advisory Committee Meetings
 - C Cabinet Meetings
 - G District Governor's specific request
 - F Fall Conference
 - S State Convention
 - B Virginia Lions' Bland Music Scholarship Fund
 - X

(Write in committee as specified under rule 8)

NOTE: MAIL ORIGINAL AND ONE COPY TO DISTRICT GOVERNOR NOT LATER THAN 10TH OF OCTOBER, JANUARY, APRIL, AND JULY. WHEN POSSIBLE, ATTACH RECEIPTS OR VOUCHERS FOR EXPENSE CLAIMS FOR STATE TREASURER'S RECORDS. PAYMENT OF CLAIMS ARE SUBJECT TO BUDGET LIMITATIONS.