

LIONS OF OHIO

STATE COUNCIL RULES OF AUDIT

1. Hotel: Receipt Bill required – Maximum allowance single rate, \$50.00 per day.
2. Meals: Itemized actual expense incurred – Maximum allowance, \$12.00 per day.
3. Automobile Mileage: \$.30 per mile – all expenses of travel included in this figure.
4. Telephone Tolls: Showing person called – claims must be itemized.
5. Postage: Reasonable amount allowed.
6. Expenses pertaining to a convention: Will be allowed only on authorization of the State Council.
7. State Meetings: Any member of a State Committee may be reimbursed for any expenses to duly called State Meetings, under above rules, and approved by the Chairperson of the Committee, Council Chair, and Multiple District Treasurer.
8. Any claim delayed more than 60 days must be approved by the District Cabinet or State Council, whichever is involved.
9. All Miscellaneous expenses of any type must be approved by the Council Chair, and Multiple District Treasurer before a check can be prepared.

LIONS OF OHIO Expense Voucher

Date: _____

Meeting: _____
(Name of Committee)

Any voucher over **60 days** old must first be approved by the Council of Governors, (if a State item) or a Cabinet, (If a district charge.

Conventions: Special _____
 State _____
 International _____

Date	Club/City	Miles	\$.30/mile	Meals	*Hotel	*Phone	*Postage	**Misc.	Total
Totals									

**Explanation Here – Receipts Required

*Receipts Required

Date: _____ **To Whom:** _____

Cost: _____

Please print name
(and address if required)

The person signing this voucher attests that he/she has personally incurred the expenses listed above.

(Your signature)

City State Zip

(Committee Chair Signature)

Approved by: GOV _____
 CC _____
 MDT _____
 VCC _____
(to be approved by two)

NO CHECK WILL BE PRINTED UNTIL APPROVED-see form above for rules of audit