

# Cologne Lions Expense Form

\*See Expense Policy below – Updated Sept 2019



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

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

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

\_\_\_\_\_

Expense(s) Related To: \_\_\_\_\_

**Expense Item:**

**Amount:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total:** \_\_\_\_\_

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

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

Check # \_\_\_\_\_

## **Expense Policy:**

This policy has been developed to create better record keeping and to ensure proper usage of funds. The Cologne Lions Club will reimburse its members for most expenses incurred under the Project account.

- Reimbursement checks will ONLY be written and sent out on the 1<sup>st</sup> and 15<sup>th</sup> of every month. Checks will be mailed directly to the requesting member.
- All expense reimbursement requests MUST have a completed expense form AND receipts (>\$25) for proper reimbursement.
- All expense reimbursements >\$50 MUST be approved by the applicable committee or Lions Board of Directors.
- Expenses related to specific Projects (ie. Oktoberfest) should be reimbursed by the Project Committee chairman.
- Mileage Reimbursement (.555 cents) per mile will be allowed for the below travel:
  - Zone Meetings, Officers Training
- Cologne Lions will NOT reimburse members for the below expenses:
  - Expenses incurred selling tickets for Club events (Oktoberfest, 52 Club, etc.)
  - Refreshments