



LIONS CLUB INTERNATIONAL

DISTRICT 27-A2

POLICY MANUAL

Updated February 20, 2021

Index

		<u>PAGE</u>
Policy Development	Policy 1	1
Sight Selection and Convention Fund	Policy 2	1
Sporting Events and Golf Tournaments	Policy 3	1
District Governor Recognition	Policy 4	2
District Governor Duties and Reimbursement	Policy 5	2
Confirmation of Policy to LCI	Policy 6	2
Nominations and bids for offices	Policy 7	2
District Membership dues	Policy 9	3
District Governor-USA/CANADA Forum	Policy 10	3
Reimbursement WLF and Cabinet Sec/Tres	Policy 11	3
Reimbursement to MD-27 Youth Exchange fund	Policy 12	4
Reimbursement for Leadership Development	Policy 13	4
District Convention Dates	Policy 14	4
Voting policy	Policy 15	4
Expenditures and reimbursement Wisconsin Missions	Policy 16	4
Collection and Distribution of Parade of Checks	Policy 17	5
Reimbursement 1st VDG	Policy 18	5
Reimbursement 2nd Vice District Governor	Policy 18A	5
Annual Audit	Policy 19	6
Reimbursement to Cabinet members	Policy 19A	6
Term limits	Policy 20	7
Nominations at District Convention	Policy 21	7
Reimbursement for GLT, GMT and GST Team	Policy 22	7
Membership and Activity Reports	Policy 23	8
Funds for Hearing Aids and Audiologist services	Policy 24	8
Peace Poster Guide Lines	Policy 25	8
Solicitation to Clubs from Outside Organizations	Policy 26	9
Appointment of Zone Chairs and Sec/Treas	Policy 27	9
Reimbursement for Leadership training and facility	Policy 28	9
Reimbursement to LEBW Director	Policy 29	9
Chartering a New Club Support	Policy 30	10
General expense reimbursements guidelines		10

(1)

Policy 1

Purpose: Policy Development

Date of original issue: March 23, 1991

Any new policy or change in existing policy shall be drafted by the Constitution & Bylaws Committee. The new policy or change in policy shall become effective upon affirmative majority vote of the District 27-A2 Cabinet.

Policy 2

Purpose: District Convention Site Selection and Convention Fund

Date of original issue: March 23, 1991

Date of reissue: April 10, 2007, July 31, 2013

The location of our annual District Convention shall be determined by the District Governor Elect and their Convention Chairperson.

The Convention Fund of no more than \$1,000 shall be turned over to the Convention Chairperson for the purpose of running the district convention. This fund of \$1,000 shall be returned to the district Cabinet Secretary-Treasurer no later than Sixty (60) days after the close of the District Convention. Any amount over \$1,000 shall be deposited into the District General Account.

Policy 3

Purpose: To outline the procedure for all clubs wishing to host the annual Sporting Event and Golf Tournaments

Date of issue: April 23, 1991

Dates of reissue: November 14, 1996, August 12, 1999, February 20, 2011, July 31, 2013, August, 2014,
May 2015, May 18 2018, February 20, 2021

Eligibility for the election of the Sporting Event Tournament shall rotate among the Regions of the District in the following order, starting in 2014: 2018 – Region 1; 2019 – Region 4; 2020 – Region 3; 2021 – Region 2; and alternating thereafter.

The Sporting Event Tournament shall be offered to be held on dates submitted by the host club and approved by the Cabinet.

Eligibility for the election of the District Golf outing shall rotate among the Regions of the District in the following order, starting in 2014: In 2019 – Region 2; 2020 – Region 1; 2021 – Region 4; 2022 – Region 3; and alternating thereafter.

The annual District Golf outing shall be held on a date approved by Cabinet.

Any club wishing to host the annual Sporting Event Tournament or the District Golf Outing shall submit a written request to the District Sporting Events Chairperson, the District Governor, and the District Elections Chairperson prior to the District Convention, on or before November 10th of the previous year.

The sporting event type must be pre-approved by the cabinet no later than the October Cabinet meeting before submitting for elections and cannot be another golf outing.

The host club for the annual Sporting Event Tournament and the annual District Golf Outing will be selected one year in advance, by election, at our annual District Convention. The sporting event type must be pre-approved by the cabinet before submitting for elections.

In the event no requests are received from the designated Region, the District Sporting Events Chairperson may recommend a host club. The District Governor and the District Sporting Events Chairperson may then decide the place sporting event or of the Golf Outing.

The club hosting the Sporting Event and the Annual District Golf Outing shall submit a written outline of their proposed event to the District Chairperson no later than 30 days prior to the mailing of the invitations for the event. Also, a written report shall be submitted to the Sporting Events Chairperson within thirty (30) days after the Sporting Event or Golf Outing has been held.

The price of the Team Event shall be announced & listed in the District Tournament Invitation.

Time of day that Registration opens and the Time of day Sporting Event begins shall be listed in the Tournament invitation.

(2)

Policy 4

Purpose: District Governor Recognition
Date of original issue: February 9, 1994
Dates of reissue: April 13, 2000, April 8, 2008, July 31, 2013

This policy of the Lion Club District 27-A2 is to outline the procedure to be used in recognizing the time, effort and leadership put forth by our District Governor during his or her term in office.

The District shall present either a Melvin Jones Fellowship, a Birch-Sturm Fellowship, a Ray Hempel Fellowship or a Knight of Sight Fellowship to the sitting District Governor. The choice shall be the District Governor's. This shall be presented at the annual 27-A2 District Convention Luncheon.

Funding for the award will be from the District General Fund.

This policy procedure starts with the 1993-1994 Governorship and continues until this procedure is amended.

Policy 5

Purpose: District Governor Duties and Reimbursement
Date of original issue: February 9, 2014
Dates of reissue: August 22, 2002, March 30, 2010, July 24, 2012, July 31, 2013

During the fiscal year:

The Lions District Governor of District 27-A2 or their designee shall visit every club in our district at one of their local club meetings. Our District Governor or their designee shall attend at least one zone meeting in each zone. The District Governor shall attend all State Council meetings and the State Convention starting and ending their term if possible. The District Governor shall attend the USA – Canada Lions Leadership Forum, if possible.

Lions District 27-A2 shall reimburse the District Governor up to the amount of \$1,700 for expenses other than those which Lions Club International and the State of Wisconsin Lions pay. These expenses may include DG's Uniform (Red Jacket Apparel and Formalwear), lodging at MD 27 District Conventions, mileage to and from zone/region meeting, MD 27 district conventions and other events such as but not limited to club, anniversaries, youth exchange and officers training. All expenses must be substantiated by receipts. These payments are to help ease the financial burden of that office.

Lions District 27-A2 shall reimburse the District Governor not to exceed \$500 for the cost of the Governor's Partner in Service's travel expense to the International Convention where the Governor was sworn in. The purpose of this is to cover the difference between the part of the transportation cost that International pays and the actual cost.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A.

Policy 6

Purpose: To conform to Lions International and MD-27 Constitution and By Laws
Date of original issue: November 11, 1994

The Policies of the Lions Clubs District 27-A2 shall at all times be in agreement with the Constitution, Bylaws and Policies of Lions Clubs International Association and MD-27. This shall include all practices and Policies of Lions Clubs District 27-A2, written or unwritten.

Policy 7

Purpose: To establish a definite date for the entry of Nominations and Bids
Date of original issue: April 30, 1995
Dates of reissue: February 20, 1999, August 12, 1999, July 31, 2013, February 20, 2021

All nominations for the office of District Governor, First or Second Vice District Governor, Wisconsin Lions Foundation or Lions Eye Bank of Wisconsin Directors shall be submitted in writing to the sitting District Governor, to the District Elections

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Chairperson and to the State Lions Office so that they are received no later than November 10th prior to the next District Convention with attached minutes from the candidates local club meeting showing club approval.

Bids for District functions shall be submitted in writing to the District Governor and the District Elections Chairperson so that they are received no later than November 10th prior to the next convention.

There will be no nominations from the floor at our District Convention.

Policy 8

Deleted August 24, 2000

Policy 9

Purpose: To establish District Membership Dues

Date of original issue: November 14, 2001

Dates of reissue: November 13, 2001, October 25, 2005, February 22, 2020

Each club in District 27-A2 shall be billed \$8.00 for each member belonging to their respective club for District Dues.

Each club shall be billed according to the membership count received from Lions International and MD 27 as of June 30 and December 31.

To remain a club in Good Standing, each club must pay their semi-annual dues no later than October 1st for the July billing and no later than April 1st for the January billing.

Policy 10

Purpose: To establish payment to the District Governor to defray expenses for the USA/Canada Lions Leadership Forum

Date of original issue: November 9, 1995

Dates of reissue: November 8, 1998, August 29, 2001, July 31, 2013, August 6, 2019

The District shall defray the expenses of the District Governor attending the Forum. The amount the District Governor shall place in the annual budget is to cover the cost of rooms, transportation, and registration not to exceed \$1,500. The District Governor shall turn in receipts for his or her actual allowable expenses to the Cabinet Secretary/Treasurer within 15 days after the close of the Forum.

This amount shall be included in the annual budget and paid out of the General Fund.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A.

Policy 11

Purpose: To establish payment to the District WLF Directors and the Cabinet Secretary-Treasurer

Date of original issue: November 9, 1995

Dates of reissue: August 6, 1997, August 24, 1995, August 6, 2000, August 22, 2002, October 6, 2009, July 24, 2012, February 17, 2013, July 31, 2013

Up to \$800 per year shall be paid to each of the two (2) Wisconsin Lions Foundation Directors representing our District.

All expenses must be substantiated by receipts. This includes mileage and expenses attending WLF Board Meetings, club visitations and any other visits such as Zone Meetings, etc.,

The sum of \$600 per year each shall be paid to the District Cabinet Secretary-Treasurer

The purpose of this amount is to help offset the Secretary/Treasurer expenses incurred during the function of this office and doesn't have to follow Policy 19A.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A.

(4)

Policy 12

Purpose: To establish annual payment to the MD 27 Youth Exchange Fund

Date of original issue: November 9, 1995

Date of reissue: August 12, 1999, August 10, 2004, July 31, 2013

Lions District 27-A2 shall issue a check each year for the amount of money that is in the Youth Exchange fund as of April 30th of that year, not to exceed \$1,700, to the MD 27 Youth Exchange Fund.

This check shall be issued any time between May 1 and May 15th of the Current Fiscal Year.

Policy 13

Purpose: To establish reimbursement to participants for rooms at the annual Leadership Development workshop.

Date of original issue: February 11, 1996

Date of reissue: July 31, 2013

District 27-A2 shall reimburse up to six (6) Lions for their housing expenses at the annual MD 27 Leadership Development workshop.

These checks shall be issued in a timely manner, after the completion of this workshop, and shall be substantiated by original receipts.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A.

Policy 14

Purpose: To set a date of the District 27-A2 Annual District Convention

Date of original issue: February 11, 1996

Dates of reissue: April 27, 1997, February 21, 1999, February 16, 2003, July 31, 2013

Lions District 27-A2 shall hold its annual convention opening on the Third Friday evening in February.

Policy 15

Purpose: To establish a voting policy for District 27 A2

Date of original issue: April 28, 1996

Date of reissue: July 31, 2013

All cabinet members of Lions District 27 A2, including all Past District Governors that are active or life members, shall have the right to vote at all regular or special cabinet meetings of our district. Members must be present at the meeting to vote.

Policy 16

Purpose: To establish policy on the expenditure and or reimbursement of Wisconsin Lions Missions Funds.

Date of original issue: November 14, 1996

Date of reissue: October 3, 1999, July 31, 2013

Wisconsin Lions Mission funds, shall be dispersed as follows:

The District Governor, with the approval of the District Cabinet, may order funds to be spent for the purpose of a vehicle to be donated to the people of foreign countries in the Americas.

A check in the amount of \$300 shall be advanced to the driver or the person in charge of this vehicle to cover vehicle expenses on the trip. Receipts must be turned in at the end of the trip for these expenses. Any extra expenses incurred shall be reimbursed at that time. If the expenses are less than the \$300, any remaining funds shall be returned to District 27-A2.

(5)

The balance of the remaining funds may be used to help reimburse the expenses of 27-A2 Lions that participate in the Wisconsin Lions Missions trips, up to the amount of and not to exceed \$250 per Lion per mission trip. If there is not enough money in this account to reimburse each participant the amount of \$250, the amount that is in the account as of the February Cabinet meeting shall be divided equally among the participants. All checks for personal reimbursement shall be distributed after both trips have been completed.

All checks shall be distributed no later than March 31st of said year.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A.

Policy 17

Purpose: To establish policy on the collection, handling and distribution of checks donated at our District's Parade of Checks.

Date of original issue: August 6, 1997

Date of reissue: October 6, 2009, July 31, 2013

All funds collected by the Local Clubs for the District "Parade of Checks" shall be sent to the District Cabinet Secretary/Treasurer no later than One (1) week in advance of the District Convention.

The District Cabinet Secretary/Treasurer shall make photocopies of all these checks and keep them for the District records.

The Local Clubs names and the amount they donated for each project shall be entered into a Power Point program which shall be shown continuously at our District Convention Luncheon, ending before the speaker begins speaking.

The District Cabinet Secretary/Treasurer shall post all checks to the proper District Accounts no later than 10 days after the close of the Convention.

All other checks shall be mailed to the proper Organizations in this same time period.

Policy 18

Purpose: To provide financial assistance to the 1st Vice District Governor of District 27 A-2

Date of original issue: August 6, 1997

Dates of reissue: August 22, 2002, August 13, 2003, March 30, 2010, July 24, 2012, July 31, 2013, August 6, 2019

Lions District 27-A2 shall reimburse the 1st Vice District governor for expenses up to the amount of \$1,500. This check is to help ease the financial burden of that office. These expenses shall include the 1st Vice District Governor uniform, mileage to and from zone meetings, expenses for state DGE School, club visitation, anniversaries and any other duties the District Governor directs him or her to perform.

Lions District 27-A2 shall also reimburse our 1st Vice District Governor for the costs of registration, rooms and transportation to the USA/Canada Lions Leadership Forum not to exceed \$1,500.

The check for Forum expenses shall be paid to the 1st Vice District Governor no later than 30 days after the close of the Forum.

These amounts shall be included in the annual budget and paid out of the general fund, and paid per Policy 19A.

Policy 18 A

Purpose: To provide financial assistance to the 2nd Vice District Governor of District 27 A-2

Date of Issue: Not Available

Dates of reissue: August 22, 2002, August 13, 2003, March 30, 2010, July 24, 2012, July 31, 2013, August 6, 2019

Lions District 27-A2 shall reimburse the 2nd Vice District Governor for expenses up to the amount of \$1,300. This check is to help ease the financial burden of that office. These expenses shall include the 2nd Vice District Governor uniform and mileage to and from zone meetings, local club meetings, anniversaries, expenses for DGE school, and any other duties the District Governor directs him or her to perform.

(6)

Lions District 27-A2 shall also reimburse our 2nd Vice District Governor for the costs of registration, rooms and transportation to the USA/Canada Lions Leadership Forum not to exceed \$1,500. The check for Forum expenses shall be paid to the 2nd Vice District Governor no later than 30 days after the close of the Forum

This amount shall be included in the annual budget and paid out of the general fund, and paid per Policy 19A.

Policy 19

Purpose: Establishing dates and procedures for annual audit and transfer of district funds at end of fiscal year.

Date of original issue: November 8, 1998, July 31, 2013

Seventy percent of the moneys in the District 27-A2 treasury shall be turned over to the incoming District Governor and his or her Cabinet Secretary/Treasurer no later than two (2) weeks before the starting date of the annual Lions International Convention. The remaining funds shall be turned over to the incoming District Governor and Cabinet Secretary/Treasurer no later than ten (10) days after the close of the International Convention.

This shall be done following the Annual Audit.

An Annual Audit Committee of five (5) members consisting of two (2) Past District Governors appointed by the sitting District Governor, two (2) Past District Governors appointed by the incoming District Governor and the incoming Cabinet Secretary/Treasurer. The sitting Cabinet Secretary/Treasurer shall be present to answer questions as a non-voting member. The sitting District Governor shall not be a voting member of this committee. This annual audit shall be completed no later than five (5) days after the close of the International Convention.

Policy 19A

Purpose: Establishing dates and procedures for payment of Expenses to Cabinet Members

Date of original issue: July 24, 2012

Date of reissue: July 31, 2013, August 6, 2019

The Cabinet Secretary-Treasurer shall give checks to the District Officers that are allowed to receive reimbursement for expenses per these policies in the amount requested by each officer, up to the maximum allowed for the fiscal year, at the first cabinet meeting once approved by the District Governor. The District Officers receiving checks shall submit receipts for expenses by the 20th of each month to the Cabinet Secretary –Treasurer on a form approved by the District Governor. Expenses other than mileage must be substantiated by original receipts. All expenses will be reimbursed according to Lions Clubs international General Expense Reimbursement Policy. unless authorized by the District Governor. Cabinet Secretary-Treasurer shall keep proper documentation of all withdrawals.

If the total of a District Officer's expenses approved by the District Governor is less than the amount of the check received by that Officer at the first cabinet meeting, the Officer shall reimburse the District for the overpayment at least 10 days prior to the opening of the International Convention. If the total of a District Officer's expenses approved by the District Governor is more than the amount of the check received by that Officer at the first cabinet meeting, the Cabinet Secretary-Treasurer shall issue a check to that Officer for the amount of the non-reimbursed expenses, up to the maximum amount allowed per these policies and the annual budget, at least 10 days prior to the opening of the International Convention, but in any event, no later than the Annual Audit referenced in Policy 19.

(7)

Policy 20

Purpose: Establishing the length for terms of office for District 27-A2 Chairpersons to comply with MD-27

Date of original issue: November 8, 1998

Dates of reissue: February 21, 1999, August 29, 2001, April 24, 2003, July 31, 2013, August 6, 2019

It is suggested that the length of the terms of office of the District Chairpersons of 27-A2 shall generally be in agreement with MD-27.

Length of terms of office for the following chairpersons should be:

Bowling and Golf – 2 years

Bylaws and Constitution – 3 years

Diabetes – 3 years

Hearing – 3 years

GLT - 1 year

GMT - 1 year

GST - 1 year

LEHP and Sight – 3 years

Leos – 3 years

International Convention – 3 years

Leader Dog – 2 years

Long Range Planning – 5 years

Mission to Lions Service – 3 years

USA/Canada Forum – 2 years

Vision Chairperson – 1 year

The District Governor still has to appoint, reappoint or replace all members of the District Cabinet every year.

Policy 21

Purpose: To set length of times for nomination and seconding talks at district convention

Date of original issue: November 14, 2001

Date of reissue: July 31, 2013

The length of a nominating speech for a candidate for any office or district outing shall not exceed 2 minutes.

The length of a seconding speech for a candidate for any office or district outing shall not exceed 2 minutes.

There shall be no nomination acceptance speeches.

There will only be one nomination and one seconding speech per candidate for any office of district outing.

Policy 22

Purpose: To provide financial assistance to members of the GLT, GMT and GST Team

Date of original issue: August 22, 2002

Dates of reissue: August 9, 2011, July 2013, August 9, 2016, August 6, 2019

Chairpersons of the GLT, GMT and GST Teams of District 27-A2 shall be reimbursed for certain expenses they incur during the performance of their obligations for this committee, and approved by the District Governor. These expenses consist of the cost of overnight lodging necessary, the cost of meals, approved travel, registration costs for seminars or schools and limited to seven Zone meetings, one meeting per zone.

These amounts shall be included in the annual budget and paid out of the General Fund, and paid as per Policy 19A. dit.

(8)

Policy 23

Purpose: To provide guidance to local club secretaries and zone chairpersons regarding the proper disbursement of monthly membership and activity reports.

Date of original issue: October 9, 2007

Date of reissue: August 9, 2011, July 2013, August 6, 2019

Local Lions clubs in District 27-A2 shall be informed of the proper procedure for the filing of Monthly Membership Reports and Monthly Activity Reports.

Local Club Secretaries shall file the Monthly Membership and Monthly Activity Reports via the MyLCI/MyLion system on the International Website.

Each District Governor shall develop a plan for implementation of this Policy.

Policy 24

Purpose: District 27-A2 will provide funds to the WLF for the hearing aids and audiologist services that are dispensed to the needy in our district

Date of original issue: April 20, 2005

Date of reissue: October 9, 2007, July 2013

District 27-A2 will donate funds to WLF for the Hearing Aids and the Audiologists Services that are dispensed to the needy in our District.

The Wisconsin Lion's Foundation has agreed that it will send copies of the invoices for the Hearing Aids and Audiologists Services to our District 27-A2 Hearing Chairperson with no Administration fee included.

The procedure for establishing need shall follow WLF guidelines, which shall be administered by our District Hearing Chairperson with the help of the WLF Hearing Coordinator.

A report on the amount of money spent by the WLF for District 27-A2 Hearing Aids and Audiologist services since the previous Cabinet Meeting shall be presented to the District Cabinet. The amount of money that is reported as spent shall be sent to WLF to cover these costs. This shall be done by vote of the Cabinet.

It shall also be the responsibility of the District Hearing Chairpersons to promote this program and solicit funds for it.

Funds for this program will be taken from the Hearing Program funds.

Policy 25

Purpose: District 27-A2 will send checks to the winners of the annual Peace Poster and Essay contest.

Date of original issue: April 20, 2005

Date of reissue: October 6, 2009, July 2013, August 2014, August 9, 2016, August 6, 2019

District 27-A2 will send a check for \$50.00 to the first place winner, \$35.00 to the second place winner, and \$ 15.00 to the third place winner for each activity listed above..

(9)

Policy 26

Purpose: Permission list of organizations to solicit funds from clubs in District 27 A-2

Date of original issue: April 20, 2005

Date of reissue: July 31, 2013, August 9, 2016, August 6, 2019

The following organizations have permission to solicit funds from the Clubs in our District:

Leader Dogs for the Blind
Wisconsin Lions Eye Bank
Center for the Blind and Visually Impaired Children
Lion's Pediatric Eye Clinic
Wisconsin Lions Foundation
Lions Pride Endowment Fund
Birch-Sturm Endowment Fund
Restoring Hope Transplant House
SEAS Sailing Education Association of Sheboygan
BOLD
Childhood Cancer

Policy 27

Purpose: To provide for the appointment of zone chairs, and the Cabinet Secretary – Treasurer

Date of original issue: April 27, 2009

Date of reissue: July 31, 2013, December 5, 2014

The positions of Zone Chair and Cabinet Secretary-Treasurer shall be appointed by the Incoming District Governor prior to the International Convention, and the individuals appointed shall be members in good standing of clubs in District 27-A2.

Policy 28

Purpose: To establish payment for Leadership training or Faculty Training

Date of Issue: February 20, 2017

Submitted by: DG Dan Montaine

To pay for registration, up to \$ 250.00/year per person for up to two Lions attending Advance Lions Leadership Institute or Faculty Development Institute held by Lions Club International that will be used for training Lions in our District.

The amount shall be included in the annual budget and paid out of the General Fund, per Policy 19A

Policy 29

Purpose: To establish payment to the District LEBW Director.

Date of Issue: February 20, 2017

Submitted by: PDG Jerry Wille

Date of reissue February 20, 2021

Two year term voted on per Policy 7

Up to \$ 300.00 per year shall be paid to LEBW Director representing District 27-A2 when attending LEBW Board meetings and Zone meetings.

These payments are to help ease the financial burden of that position.

The amount shall be included in the annual budget and paid out of the General Fund, per Policy 19A

Policy 30

Purpose: To establish payment of cost to Charter a new Club
Date of Issue: August 6, 2019
Submitted by: DG Ron Buschke

The costs will include Charter fee and Charter Membership dues to Lions Clubs International for the first Six Months. This is to ease the burden of newly Chartered Clubs Membership.

The amount shall be included in the annual budget and paid out of the General Fund, per Policy 19A

Lions Clubs international General Expense Reimbursement Policy

Lodging

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

Meals

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No charges for alcoholic beverages will be reimbursed.

Automobile

The allowance for automobile is US\$.50 per mile (US\$.31 per kilometer), all inclusive. If a car rental is used, reimbursement would be the US\$.50 per mile or US\$.31 per kilometer, all inclusive.

Transportation by Air

- (1) Tickets must be economy round-trip airline ticket by the shortest and most direct route. Airfares will be reimbursed based on actual costs, including service charges, booking fees and credit card fees. The district governor must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:
 - i. Canceled airline tickets or detailed E-ticket/itinerary
 - ii. Proof of payment – canceled check, paid travel agency receipt or credit card bill statement (with any information other than the relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.
 - iii. A boarding pass or travel agent itinerary is not valid for reimbursement.

Other travel related expenses

Taxi fare, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.