

# MULTIPLE DISTRICT FOUR • COG<sup>1</sup> RULES OF REIMBURSEMENT FORM

Organizational     Fall     Mid-Winter     Joint     Other: Please use expense form online at md4lions.org

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, Mid-Winter is 2 days) 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 and the official MD-4 direct deposit authorization form.

Yes I am currently using Direct Deposit