Expense Report

NAME:______________________________ DISTRICT #: 5M-6

ADDRESS:______________________________ DATE SUBMITTED: __________

ADDRESS:______________________________

CITY STATE COUNTRY:______________________

Date	Travel Purpose	Mileage	Amount	Lodging Location	Amount	Meals	Miscellaneous Phone, Postage etc.	Amount
Totals								

Allowable Expenses

Rules of Audit - Lions Clubs Intl:

Mileage	**US$.50 per mile (US$.31 per kilometer)**
Meals	**Not to Exceed US $25.00 Per Meal & $50.00 Per Day**
Lodging	**Not to Exceed US $100.00 Per Night**

Send complete expense report with receipts to:
Lion Roberta Oveson
5M-6 Lions
16476 Holbrook Ave
Lakeville
MN 55044

Mileage: __________

Lodging: __________

Meals: __________

Misc: __________

Grand Total: __________

I certify that the above expenses were incurred by me and that they are true and accurate.

Signature: ______________________________

Or scan in receipts & e mail to:
roberta.oveson@gmail.com

NOTE* *In ORDER to get PAID all incured DISTRICT expenses must be turned into the Treasurer by no later than JUNE 15th of the Lions year they were incured in.*

rev 10/2025