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 Carol Farley
5M-6 Lions
1835 5th Street
White Bear Lake
MN 55110

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:
csfarley46@gmail.com

NOTE* ***In ORDER to get PAID all incured DISTRICT expenses must be turned into the Treasurer by no later than the 20th of the each Month, in each Lions year they were incured in.***

rev 7/2026