

Travel Expenses



North Carolina Lions, Inc.
 PO Box 39
 Sherrills Ford, NC 28673

 Name Office or Committee

 Address Email

 City State Zip Phone

Date	Purpose of Trip	Miles	Amount .31/mile	Meal Allowance	Lodging	Total
Amount to be reimbursed.						

Show date and purpose of trip.
 Meal Allowance: Breakfast \$5.00, Lunch \$8.00, Dinner \$12.00
 Lodging: \$70 per night. Attach Hotel Bill.

All reimbursements will be made in accordance with the Policy adopted by the Board of Directors. **Note! Travel Expense Claims are to be submitted by the 30th of the month (except February 28th) following the reporting month. Revised 7.1.2022**

I hereby certify that the above-named individual did attend the meeting(s) listed and did provide this service.

 Carlton Metts, Executive Director

I hereby certify that the above expenses have been incurred by me in service to the NCLI and include only such expenses as were necessary in performing that service.

 Signature Date

I **do not** request reimbursement, but ask that the NCLI certify that I did attend the meeting(s) listed and did provide this service to the NCLI.

 Signature Date