



COLORADO LIONS FOUNDATION



RULES OF AUDIT COLORADO LIONS FOUNDATION

General: Complete Rules of Audit apply when attending Board meetings, the annual meeting, or a special meeting of the Colorado Lions Foundation. Reimbursement from the Colorado Lions Foundation will be for two (2) days maximum, unless specifically authorized otherwise. The Rules of Audit may be modified at the discretion of the sitting Colorado Lions Foundation Board of Trustees with a majority vote.

Applicability: These Rules of Audit apply to Colorado Lions Foundation Board Members, Board Advisors, and invited guests, such as the CLF Accountant and Investment Advisor.

Reimbursement Rates:

Hotel \$75.00 per night: Maximum 2 nights

Mileage \$0.50 per mile, based upon the most direct route between home and the meeting location

Registration and Meals: Maximum \$200 (Meals subject to reimbursement if staying overnight)

Application for payment must be submitted within two (2) weeks after the meeting.

Effective Date: October 1, 2021

COLORADO LIONS FOUNDATION EXPENSE REPORT

Name _____ CLF Office _____

Mailing Address _____

Travel to _____ Date of travel _____

Reason for travel _____

Miles traveled ____ X \$0.50 per mile = \$ _____

Hotel Room days ____ X \$75.00 per day = \$ _____

Registration & meals = \$ _____

Other Expenses = \$ _____

Total = \$ _____

Signature _____

Authorizing Signature (President) _____