



# American Legion Auxiliary • Department of North Dakota

1801 23rd Ave N Rm 113, Fargo, ND 58102 • 701-253-5992

secretary@ndala.org • http://ndala.org

## Expense Reimbursement Sheet

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_  
 Title: \_\_\_\_\_

Date: \_\_\_\_\_  
 Unit No: \_\_\_\_\_  
 District No: \_\_\_\_\_

I herewith submit my expenses for the following:

- |   |  |
|---|--|
| <input type="checkbox"/> DEC Organizational Meeting | <input type="checkbox"/> Winter Conference |
| <input type="checkbox"/> Department Convention      | <input type="checkbox"/> Girls State       |
| <input type="checkbox"/> National Convention        | <input type="checkbox"/> Other: _____      |

### Transportation

<input type="text"/>	Mileage by Car (\$.45 per mile)	<input type="text"/>
<input type="text"/>	Bus fare	<input type="text"/>
<input type="text"/>	Train fare	<input type="text"/>
<input type="text"/>	Airfare	<input type="text"/>
Total Transportation Expense		<input type="text"/>

### Per Diem

<input type="text"/>	Number of Days in state (\$50 per day)	<input type="text"/>
<input type="text"/>	Number of Days out of state (\$70 per day)	<input type="text"/>
Per Diem Subtotal		<input type="text"/>

### Other (office supplies, parking, stipends, etc.)

Other:	<input type="text"/>	
Other:	<input type="text"/>	
Other:	<input type="text"/>	
Other:	<input type="text"/>	
Other:	<input type="text"/>	
Other Subtotal		<input type="text"/>

Total Expense\*

\*Must include receipts and reported within 60 days of the event to be reimbursed.

### Approved by:

Department President \_\_\_\_\_  
 Finance Chairman \_\_\_\_\_

# Description of Expenses

## Per Diem and Mileage

The per diem to be \$50.00 in State and \$70.00 out of State; and mileage to be \$.45 per mile round trip. The following schedule for the per diem should be used:

- A Department Officer or Chairman living within 20 miles of Department Convention or any
- other Department meeting will be allowed one day per diem; no mileage.

### Organizational Meeting of the Department Executive Committee

- 3 days for Department President, President Elect, Vice President, Secretary, Treasurer, and Finance Board (3 members), a
- 1 day for members called in per Bylaws Article VIII, Section 5.

### Department Convention

- 3 days for Department Officers as defined in Bylaws Article VIII, Section 5; Finance Board (3 Members); Ten District Presidents; Parliamentarian; and NEC and/or Alternate;
- 1 day for Department Chairmen, Hospital Chairman, and Gift Shop Chairmen.

### Winter Conference

- Department Officers, District Presidents, Department Chairmen, and Finance Board will
- be paid mileage only, no per diem.

### National Convention

According to the Department Constitution, Article VIII Section 4, delegates to the National Convention shall be the Department President, incoming NEC and Department Secretary, odd number District Presidents in odd numbered years or even numbered District Presidents in even numbered years.

According to the Bylaws, Article VIII Section 4, all National Delegates shall be allowed transportation by air (coach), airport to airport, bus or Amtrak, or a driving allowance not to exceed coach air fare, mileage from home to nearest airport, cab fare to and from the airport to hotel, plus five days, except the Department Secretary or her alternate, at the discretion of the Department President may be allowed an extra day.

## District President Allowances

From the Department Funds:

- Travel to Units
- Stationary and envelopes
- Postage and copies for mailings
- Travel to District Meetings

From the District Funds:

- Gifts for visiting dignitaries\*
- Rent on meeting hall\*
- Programs for District meetings
- Memorial service cost
- District supplies (limited)
- Dinner for visiting dignitaries at District Meetings, which may include the Department President, Travel Companion, District President, District Vice-President, District Secretary and Host Unit President.\*
- Lunch expense\*
- Past District President's pin
- Travel to District meeting, if funds permit

\*The above items are usually paid by the host unit, but can be paid from District Funds if needed.

The balance of district money can only be dispensed by a vote at a District meeting.

---