

Living within 20 miles of the location of a Department Meeting/Event

- 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 *(in state per diem at \$50.00; mileage at \$.50 per mile RT)*

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

Department Convention *(in state per diem at \$50.00; mileage at \$.50 per mile RT)*

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

Winter Conference *(in state per diem at \$50.00; mileage at \$.50 per mile RT)*

- Department Officers, Ten District Presidents, Department Chairmen, and Finance Board 3 members) will be paid mileage only (\$.50 per mile round trip), no per diem.

National Convention *(out of state per diem at \$70.00; mileage at \$.50 per mile RT)*

- 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 District Funds

- Programs for district meetings
- District supplies (limited)
- Memorial service expense
- Past District President's pin
- **Gifts for visiting dignitaries
- **Rental on meeting halls
- **Lunch expenses
- **Dinner for visiting dignitaries at District meetings, may include, Department President and traveling companion, District President, District Vice President, District Secretary and Host Unit President

From Department Funds

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

District President expenses related to District activity may be submitted annually for reimbursement. All submittals for expense reimbursement must be accompanied by receipts for goods and/or odometer readings.

- The above** items listed under (from District Funds) 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.