

Description of Expenses - (Expense Reimbursement Sheet; Revised 7/28/2023)(clarification standing rule 38, 2/1/2024)

In State Meetings of the Department Executive Committee - It is recommended that per diem of \$50.00 be paid to Department Executive Committee members and Department Chairmen only when attending in state events as indicated below:

- a. *In state per diem at \$50.0*
- b. *Mileage at \$.50 (50 cents) per mile round trip*

(Standing Rule 37) - Living within 20 miles of the location of an in state Department Meeting/Event - Department Officers and/or Department Chairmen living within twenty (20 miles of the Department Convention or any other Department meeting (location) will not be allowed per diem or mileage reimbursement.

(Standing Rule 38) - Excerpt from Department Standing Rules (rev. 2020-2021)/Certified approved 6//26/2021)

- 38-a Organizational Meeting** of the Department Executive Committee (DEC) *(in state per diem at \$50.00; mileage at \$.50 per mile RT):*
 - 1. With the exception of the Department President, Department Officers as defined in the Bylaws, Department Finance Board (3) members and ten (10) District Presidents **or** District Vice Presidents will be allowed up to two (2) days.
 - 2. One (1) day (per diem) for members called in per Bylaws.
- 38-b Winter Conference Meeting** of the Department Executive Committee (DEC) *(in state event (no per diem); mileage at \$.50 per mile RT):*
 - 1. Department Officers as defined in Bylaws; Department Finance Board (3 members); and (10) District Presidents, Department Parliamentarian, NEC, Alternate NEC, and members called in per Bylaws will receive mileage only, as recommended by the Finance Board and approved by the Department Executive Committee.
 - 2. Members of the Finance Board and/or the Department Executive Committee will forfeit mileage reimbursement if they do not attend their appropriate committee meeting.
- 38-c Department Convention Meeting** of the Department Executive Committee (DEC) *(in state per diem at \$50.00; mileage at \$.50 per mile RT):*
 - 1. With the exception of the Department President, Department Officers as defined in Bylaws, Department Finance Board (3 members) , and ten (10) District Presidents, Department Parliamentarian, NEC, and Alternate NEC will be allowed up to two (2) days.
 - 2. Two (2) days for Department Chairmen, Department Hospital Chairman and Department Gift Shop Chairman.
 - 3. One (1) day for members called in per Bylaws.

National Convention (out of state event) *Excerpt from Department Standing Rules (revised, certified approved 6//26/2021)*

- 40.** With the exception of the Department President, all National Convention delegates will be reimbursed for expenses accompanied with receipts up to \$800.
 - a. Alternate delegates to the National Convention are not reimbursed for expenses.

District President Expense Allowances

From District Funds (Funds from District Meeting Registration)

- Programs for district meetings
- 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, and Host Unit President.

From Department Funds (Receipts Required)

- Travel to Units *(Mileage at \$.50 per mile RT)*
- Stationery 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.

2/1/2024 – (clarification made for Standing Rules 37, 38; 38a, 38b and 38c above)