

RULES RELATING TO EXPENSE ACCOUNTS

For State Deputy or Territorial Deputy

The travel expenses of state and territorial deputies for transportation, hotel, meals, telephone, tolls and parking, in connection with official business of the Order in their jurisdiction are chargeable to the Supreme Council.

Expense accounts shall be submitted on this Form (267). All travel expenses must be itemized and supported by receipts, showing the date, place visited, purpose of the trip and actual amounts expended. State and territorial deputies are requested to submit expense accounts on a monthly basis.

A. Transportation

Round trip mileage is reimbursed at the rate of \$.33 per mile for actual mileage traveled. If alternate travel is used, e.g. air travel or train, reimbursement will be made on the basis of the shortest most practical route (Rand McNally) for round trip mileage from residence to the destination city at the rate of \$.33 per mile or the cost of alternate travel, whichever is less.

B. Hotel/Meals

All hotel charges must be supported by copy of itemized bill. Meal reimbursement will be made only for the state or territorial deputy on the basis of actual cost. Receipts are required for all meal expenditures.

C. Miscellaneous

Telephone — Phone calls made in connection with the Order's business within the jurisdiction are reimbursable. Phone bill copies must accompany expense requests. Monthly service charges and other related fees are not chargeable to the Supreme Council.

Tolls/Parking — Receipts are required.

Nonreimbursable Expenses — Expenses that are not payable by the Supreme Council: postage, guest meals, stenographic and clerical assistance, printing, stationery and duplicating. Expenses of state and territorial deputies incurred in connection with state council meetings shall not be chargeable to the Supreme Council.

D. New Council Development Expenses

Expenses incurred by state and territorial deputies in New Council Development work will be reimbursed on the same basis as above. It should be noted on the expense form as N.C.D. work. These expenses are not chargeable to the state budget.

E. Travel Outside of Jurisdiction

Advanced approval of the Supreme Knight is required before a state or territorial deputy can be reimbursed for travel outside his jurisdiction.