

SO-28

ONTARIO STATE COUNCIL

Knights of Columbus

DD #

DISTRICT DEPUTIES

EXPENSE ACCOUNT

DATE	PURPOSE / LOCATION	HOTEL	MEALS	# of Km.	MILEAGE	POSTAGE	TOTAL
				0.0	\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
					\$0.00		\$0.00
Sub-Totals		\$0.00	\$0.00	0.0	\$0.00	\$0.00	\$0.00

Mail cheque to:

Name: _____

Street _____

City / Prov: _____

Postal Code: _____

	Total:	\$0.00
	ADJ. +	
	ADJ. -	
<p>_____</p> <p>Claimant's Signature / Date</p>	CHEQUE	\$0.00
<p>_____</p> <p>State Deputy Approval / Date</p>		

District Deputies Expense Account Procedures

HOW TO APPLY FOR A REIMBURSEMENT:

Send Expense Voucher with all receipts to the attention of the State Deputy at the State Office.

Expenses must be within the current fiscal period only. (July – Dec) (Jan – June)

The above is critical and must be followed

Expenses must be claimed on the correct Expense Voucher only. (See below)

NOTE: Expenses for the fraternal year ending June 30th must be received by July 15th in order for processing.

Note: Cheques under \$25.00 will not be issued.

Mileage: .25cents per kilometer

This rate covers gas cost plus some "wear and tear" on your automobile and is reflective of a rate at which you will not incur personal cost as a result of driving on Knights of Columbus business.

Parking: at current rate. Receipts must be submitted

Accommodations: where practical, shared accommodations should be used in budget hotel chains.

Postage: at current rate

Travel: When traveling to meetings, sharing a vehicle would help in reducing our costs. Please take advantage of the reduced fares for air travel which is only allowed with the expressed permission of the State Deputy. Travel to and from Regional and Diocesan Meetings at .25 per kilometer (2 claims per year maximum).

District Deputies Organization Meeting

Travel: Travel to and from this June or July meeting at .25 cents per kilometer as designated by the Supreme Office.

2 Nights' Accommodation and meals will be covered by Supreme Office
Additional nights paid by Supreme for those over 400kms (one way)

ITEM	Supreme	State
Installation of Officers	X	
District Free Throw		X
Regional Free Throw		X
Council Visits	X	
District Meetings	X	
Telephone Calls	X	
Meals		
Postage		X

WHICH EXPENSE FORM TO USE?

For all Supreme expenses: Submit on a monthly basis using form #267. Attach all receipts and forward to the State Office. Allow 4-6 weeks for receipt of cheque.

For all State Office expenses: Submit on a monthly basis using form SO-29. Attach all receipts and forward to the State Office.

District Warden's

No expenses are covered by Supreme or State for District Warden. State will provide a name badge after submission and approval of appointment.