

District Deputies Expense Account Procedures
(State SO-29 vs Supreme 267DD Canadian)

WHICH EXPENSE FORM TO USE?

See chart below.

Type	Supreme	State
Installation of Officers	X	
Council meetings and visits	X	
Council exemplifications	X	
District meetings	X	
Parking and Toll fees (with receipts)	X	
Long distance phone calls (itemized)	X	
District BB Free Throw		X
Regional BB Free Throw		X
Association meetings (2 max per year)		X
Postage (with receipts)		X
FORM	267DD	SO-29



For all Supreme expenses:

Submit on a monthly basis using #267DD (Canada). 6 months maximum.
 Attach all receipts and forward to the State Office for State Deputy's approval.
 State will forward to Supreme for processing.
 Allow 4-6 weeks for receipt of cheque.

For all State expenses:

Submit on a monthly or quarterly basis using form SO-29. 6 months maximum.
 Attach all receipts and google maps (for mileage) and forward to the State Office.
 Allow 3-5 weeks for receipt of cheque.

District Wardens:

No expenses are covered by Supreme or State for District Wardens.
 They should discuss expenses with the District Deputy.
 State will provide a name badge once the DD submits an SO-21 form and upon the approval of the appointment.

How to apply for expenses reimbursement.

Supreme 267DD: Complete and submit all receipts to the State Office for the State Deputy's review and approval. Email to stateoffice@ontariokofc.ca
 Please review the chart above to ensure expenses are submitted on the correct form. **Do not submit expense forms to Supreme office.**

State SO-29: Complete and submit all receipts and google map(s) image for travel expenses to the State Office. Email to stateoffice@ontariokofc.ca and copy the State Treasurer at statetreasurer@ontariokofc.ca

Note: Google map(s) should show the address of the departure location and the destination address and the total kms traveled. Achieve this by using a screen shot (Ctrl + PrtSc keys) or a snipping tool app on your computer and save as a jpg image.

District Deputies semi-annual organizational meetings:

Mileage and 2 night's hotel accommodations and food to these two semi-annual meetings provided by State are covered by Supreme and processed by State automatically on your behalf. You do not need to submit any expense form for the two District Deputy Organizational meetings each fraternal year. Any DD requiring an additional night hotel accommodation must apply for and receive pre-approval by the State Deputy.

IMPORTANT NOTES:

Supreme or State does not cover travel expenses for 4th degree meetings or 4th degree exemplifications.

State will cover the travel expense to Association meetings with a maximum of two per year.

Please read the guidelines found page 2 of the Supreme 267DD form.

Supreme will not issue expense cheques for less than \$25. Submit later for expenses over this minimum threshold. State the minimum is \$20 on the SO-29.

Monthly or quarterly requests of expenses is expected but please do not exceed 6 month period. Hence, remain within the calendar periods of July – Dec and Jan – June.

Note: For the Jan – June period, the last date to submit for these expenses is July 15th.

Mileage: Supreme and State reimburse at \$0.25/km. This covers your fuel expense and some wear and tear on your vehicle for Knights of Columbus business as a District Deputy.

Accommodations: Require State Deputy's pre-approval. Where practical, shared accommodations should be used in a budget hotel chain.

Travel: For travel such as by air require State Deputy's pre-approval. Please carpool, where possible, to help reduce costs to Supreme and State.