

Expense Forms

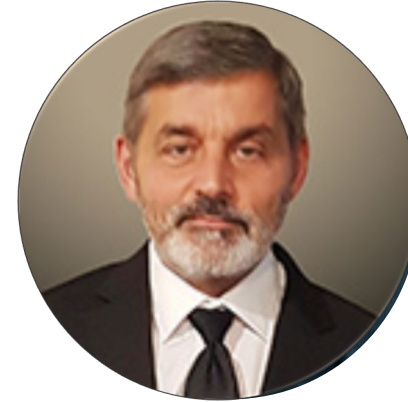
DECEMBER 2023



1. DD Expense Reporting

2. Supreme Form 267DD

3. State Form SO-29



JOSEPH BODNAR
STATE TREASURER

Understanding Expense Reporting

Supreme 267DD
(Canadian Form)
and State SO-29
Expense Form

- ▶ **Report expenses** incurred for official duties
- ▶ **Email completed forms** to stateoffice@ontariokofc.ca, not to the Supreme office
- ▶ **Processing time:** approximately 4-6 weeks



Recognizing Eligible Expenses

Eligible for reimbursement:
Council meetings, visits,
exemplifications, and
District meetings expenses

- ▶ Parking, toll fees, and long-distance phone calls are reimbursable (**receipts required**)
- ▶ Expenses related to **District BB Free Throw** and association meetings (up to 2 per year) are covered
- ▶ Claim postage **expenses** with **receipts**



Conditions: Timelines and Management

Timeline Compliance:

- ▶ Submit expenses within **six-months**
- ▶ Email **signed forms with receipts** to both:
statetreasurer@ontariokofc.ca
& stateoffice@ontariokofc.ca
- ▶ Aim for **monthly** or **quarterly** submissions

Processing: around 2 weeks

Expense Management:

- ▶ **For travel expenses:** Carpooling encouraged; airfare and special accommodations require pre-approval
- ▶ **Mileage reimbursement:** \$0.25 per km for both Supreme and State
- ▶ **Expense checks:** minimum \$25 for Supreme and \$20 for State claims



Financial Responsibility and Asset Management

- ▶ **Understand the management** of cash, bank accounts, unpaid dues, and other assets
- ▶ Keep track of **liabilities** due to Supreme and State Councils
- ▶ **Accurately record** all financial transactions and liabilities for transparent financial management



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