

## **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	
Movement of the Holy Icon within District	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 Deputy for his approval.  
The State Deputy 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 forward to the State Treasurer.  
Allow 2-3 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 Deputy for his review and approval. Email to [statedeputy@ontariokofc.ca](mailto:statedeputy@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 to the State Treasurer.  
Email to [statetreasurer@ontariokofc.ca](mailto:statetreasurer@ontariokofc.ca).

#### **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. Those DDs bringing their wife will also receive an extra \$70 added to their mileage cheque that you will receive from Ontario State.

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 4<sup>th</sup> degree meetings or 4<sup>th</sup> degree exemplifications.

State will cover the travel expense to Association meetings with a maximum of two per fraternal 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 15<sup>th</sup>.

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.

Meal expenses are only for yourself (with receipt).

If you complete the expense form by hand, you must complete the math calculations for each line item and a sum total at the bottom of the form.