Convention/Conference/Meeting Expense Form

Expense Reports must be filed **within 90 days** of the Convention/Conference/Meeting to the Department

Secretary Event: _____   Location: _____

Name _____

Address _____

City, State Zip _____

The following positions receive $175.00 (Indicate your position)

☐	District President # _____	☐	Parliamentarian
☐	Sergeant-At-Arms	☐	Asst. Sergeant-At-Arms
☐	Participating Dept Chairperson	Program:	_____
☐	Hospital Representative	Location:	_____
☐	Deputy Hospital Rep.	Location:	_____
☐	Gift Shop Chairperson	Location:	_____
☐	Christmas Party Chairperson	Location:	_____

Amount $ _____

☐ Member at Large (Finance Committee) $50.00 $ _____

Officers (Indicate your position)

☐	National Executive Committeeperson	☐	Department Secretary
☐	Department President	☐	Department Treasurer
☐	First Vice President	☐	Historian
☐	Second Vice President	☐	Chaplain

Transportation

   # of miles (round trip) _____ X $0.30 per mile = $ _____

   I did **NOT** drive ☐ I was a passenger of _____

Meal Allowance

   $10.00 per day (only if no tickets have been purchased by the Department) $ _____

Room Allowance

☐ NEC/President (100% of Room Allowance)

☐ Secretary/Treasurer (100% of Room Allowance)

☐ 1st/2nd Vice/Historian/Chaplain (50% of Room Allowance) $ _____

☐ I shared a room with _____

Total $ _____

Signature _____

Warrant # _____

Officer/Chairperson/Representative Change Over

For Change of Department Officers/District Presidents/Department Chairpersons/Hospital Representatives:

Outgoing: I have submitted my Year-End Report and turned over all pertinent materials to the incoming Officer/Chairperson/Representative. I understand I will not be paid until by Year-End Report is received by the Department Secretary.

Incoming: I have received all pertinent materials from the outgoing Officer/Chairperson/Representative.

Outgoing Signature _____

Incoming Signature _____

─────────────────────────────── Office Use ───────────────────────────────

1. Year-End Report received from outgoing? ☐ Yes ☐ No ☐ N/A

2. Expense Report received from outgoing? ☐ Yes ☐ No ☐ N/A

6. Expense Report received from incoming? ☐ Yes ☐ No ☐ N/A