



NO ONE DOES MORE FOR VETERANS.

North Carolina

VETERANS OF FOREIGN WAR
DEPARTMENT OF NORTH CAROLINA

EXPENSE SHEET

NAME: [ ]

TITLE: [ ]

Table with 8 columns: DATE, CITY, PURPOSE, NO. OF MILES, MILES @ \$.50, ROOM AMOUNT (RECEIPT MUST BE ATTACHED), OTHER (requires prior approval by CDR), TOTAL AMOUNT. Includes a Grand Total row at the bottom right.

\*\*\*PER INSTRUCTION OF AUDITOR:

ALL EXPENSE VOUCHERS MUST HAVE PAID ORIGINAL RECEIPT (not a copy) ATTACHED FOR PAYMENT.

Form must be complete across the lines for processing. Please write legibly.

The Department will pay up to 100% for a room, up to the contracted hotel amount, per night, for an approved event.

Voucher must be submitted no later than the 15th of the month following an event or monthly travel.

No reimbursement will be made when expenses are not submitted within the time limit.

The May voucher must be in department headquarters no later than May 25th to meet the end of year of May 31st.

Submit only one voucher per month.

Remarks: [ ]

(Insert updated address, email, telephone number and all other instructions here.)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**SOP FOR BUDGET EXPENDITURES FOR ALL OFFICERS**  
**Effective as of June 2024**

**DEPARTMENT CONVENTION --“FALL” Council of Administration ---“WINTER” Council of Administration**

*Department Officers, Council Members, Program Chairpersons, and Past Department Commanders will be reimbursed as follows:*

- ° 100% reimbursement for Department Convention hotel rooms, for the three-nights.
- ° 100% reimbursement for C of A's hotel rooms, for the two-nights.
- ° All Officer's will pay their hotel expenses at checkout and will be reimbursed when they file their travel expenses
- ° Mileage reimbursement is limited to .50 per mile for the vehicle driver only.
- ° No Officer's expense will be paid if he/she does not answer roll call appropriately.
- ° Expense Vouchers must be submitted by the 15th of the next month or sooner and the original hotel bill must be attached.
- ° Note: Meal allowance during the Department Convention and the two C of A's will not be authorized.

**All Other Travel:**

Any Officer that is required to travel overnight and conduct business on behalf of the Department of North Carolina, will be reimbursed 100% for hotel accommodations, .50 per mile, and be allowed a \$25.00 meal per allowance, per day. Receipts for meals must be turned in and alcohol **will not** be reimbursed.