

VETERANS OF FOREIGN WAR

DEPARTMENT OF NORTH CAROLINA

EXPENSE SHEET

		TITLE:				
CITY	PURPOSE	NO. OF MILES	MILES @ \$.50	ROOM AMOUNT (RECEIPT MUST BE ATTACHED)	OTHER (requires prior approval by CDR)	TOTAL AMOUNT
			Gran	d Total		
SE VOUCHERS MUST be complete across	HAVE PAID ORIGINAL R the lines for processing.	Please write leg	ibly.			ved event.
			_		travel.	
	•				.f	2041-
	•	io later then Jun	e 25th to m	eet the end d	or year of Ju	ine 30th.
(Insert updated address, email, telephone number and all other instructions here.)						
e:		Signed:				
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Expense form for officers FF New 7/2025

SOP FOR BUDGET EXPENDITURES FOR ALL OFFICERS Effective as of June 2025

<u>DEPARTMENT CONVENTION --"FALL" Council of Administration ---"WINTER" Council of Administration</u> 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.
- 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 \$50.00 meal per allowance, per day. Receipts for meals must be turned in and alcohol will not be reimbursed.

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