

RULES RELATING TO EXPENSE ACCOUNTS

For Official State Family Members

The expense accounts of Official State Family members shall be forwarded through the state deputy, whose approval is required before they will be given attention by the Administrative Assistant. The expenses of Official State Family members for transportation, hotel, meals, telephone, tolls and parking, in connection with official business in their assigned duties and with the approval of the state deputy are chargeable to the State Council. These charges may be submitted as a result of traveling for their assigned duties **with prior consultation of the state deputy**.

Expense accounts shall be submitted on this Form (IA 32). All travel expenses must be itemized and supported by receipts, showing the date, place visited and purpose of the trip. Official State Family members are requested to submit expense accounts on a quarterly basis at a minimum.

A. Transportation

Round trip mileage is reimbursed at the rate of \$0.28 per mile for actual mileage traveled. If alternate travel is used, e.g. air travel or train, reimbursement will be made on the basis of the shortest most practical route (Rand McNally) for round trip mileage from residence to the destination city at the rate of \$0.28 per mile or the cost of alternate travel, whichever is less. Expenses incurred as a result of travel to the member's home Council meetings and Fourth Degree events are not reimbursable.

B. Hotel / Meals

Hotel charges for one nights' lodging, in connection with the summer and winter meetings of the State Family, are chargeable to the State Council. All hotel charges must be supported by copy of itemized bill. **Hotel stays for other state's business must be pre-approved by the state deputy**. When required, meal reimbursement will be made on the basis of actual cost. Receipts are required for all meal expenditures.

C. Miscellaneous

Telephone — Phone calls made in connection with the Order's business within the assigned duties are reimbursable. Phone bill copies must accompany expense requests. Monthly service charges and other related fees are not chargeable to the State Council.

Tolls/Parking — Receipts are required.

Non-reimbursable Expenses — Expenses that are not payable by the State Council: postage, guest meals, binders, notebooks, stenographic and clerical assistance, printing, stationery and duplicating.

D. New Council Development Expenses

Expenses incurred by official state family members in New Council Development work will be reimbursed on the same basis as above. It should be noted on the expense form as N.C.D. work.

E. Expenses Outside of District

If an official state family member goes outside his own district, no part of the expenses he incurs in doing so are chargeable to the State Council **unless prior authorization has been obtained from the state deputy**.