

RULES RELATING TO EXPENSE ACCOUNTS

For District Deputy or Conferring Officer

The expense accounts of district deputies and conferring officers shall be forwarded through the state deputy, whose approval is required before they will be given attention by the Supreme Secretary. The travel expenses of district deputies for transportation, meals, telephone, tolls and parking, in connection with official business in their assigned district are chargeable to the Supreme Council. These charges may be submitted as a result of traveling to installation of officers, degree exemplifications and council visitations.

Expense accounts shall be submitted on this Form (267). All travel expenses must be itemized and supported by receipts, showing the date, place visited and purpose of the trip. District deputies are requested to submit expense accounts on a quarterly basis.

A. Transportation

Round trip mileage is reimbursed at the rate of \$.30 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 \$.30 per mile or the cost of alternate travel, whichever is less. Expenses incurred as a result of travel to Chapter 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 district deputies, are chargeable to the Supreme Council. All hotel charges must be supported by copy of itemized bill. When required, meal reimbursement will be made for the district deputy only, 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 district are reimbursable. Phone bill copies must accompany expense requests. Monthly service charges and other related fees are not chargeable to the Supreme Council.

Tolls/Parking — Receipts are required.

Nonreimbursable Expenses — Expenses that are not payable by the Supreme Council: postage, guest meals, stenographic and clerical assistance, printing, stationery and duplicating. Expenses of district deputies incurred in connection with the annual state council meeting shall not be chargeable to the Supreme Council.

D. New Council Development Expenses

Expenses incurred by district deputies 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. Travel Outside of District

If a district deputy goes outside his own district, no part of the expenses he incurs in doing so are chargeable to the Supreme Council unless prior authorization has been obtained by his state deputy from the Supreme Knight. The maximum amount chargeable to the Supreme Council for expenses in these cases is \$15.00.

F. District Warden

In the performance of his duties in installing officers or conferring ceremonials, the district deputy is permitted to be accompanied by a warden. The expenses of the warden are limited to meals and are reportable on the district deputy expense account.

Conferring Officers

Certified Conferring officers are reimbursed at the prevailing rate for travel not to exceed 200 miles each way.