

STATE COUNCIL REIMBURSEMENT POLICY

1. General - In lieu of receiving a different form for each user, please use this form. To ease the completion of filling in an expense account, the web site copy has been coded to calculate automatically. Send in as often as you feel necessary, however, saving expenses for several months skews the monthly budgeting review.
2. Approval – All Chairmen/Directors who report to the Program Director or the Membership Director must submit all expense reports to them for review and approval before they will be processed. The State Deputy must approve all reports before they will be paid.
3. Transportation – Kilometrage will be paid for State Council travel activities outside the geographical area of the member. Twenty five cents (\$0.25) per km will be paid to the vehicle owner used to travel to and from meeting. An equivalent reimbursement will be paid for commercial transportation if approved in advance by the State Deputy. Calculations are based upon distance from the Council location of the member, to the place of the meeting, by the shortest route travelled between these points. Members are encouraged whenever possible to travel in groups in order to minimize transportation costs.
4. Meals - All members will be reimbursed for meals while on State Council business. These expenses should be reasonable. The names of the individuals in attendance must be printed on the back of the receipt. If attending a Knights of Columbus function that includes a meal, you will not be reimbursed for a separate meals unless approved in advance.

Knights who are commuting will be expected to provide for their meals at the time of departure and arrival. For example, if you are leaving in the morning, breakfast should have been taken before leaving home. Exceptions must be approved in advance.

5. Travel - The full cost of accommodation will be paid for whenever members are on State Council business. Receipts must be provided
6. Hospitality and fraternalism will be expected from time to time. The State Deputy will approve all fraternal activities in advance.
7. Internet, telephone, fax, postage and communication. Expenses over your regular household charges for these services will be reimbursed as required.

Internet communication is preferred, as this provides a written record of the request, and the receiver can respond at their leisure, especially if there is a need to prepare a response or research information.

Telephone calls during office hours are discouraged, as we don't want to interfere with a member's employment. Monthly service charges are not reimbursable.

Faxes and couriers should only be used in emergencies or timing is an issue. Postage is preferred as this provides the receiver with an original. Remember poor planning by the sender does not necessarily mean an emergency by the receiver. The State Deputy must approve exceptions.

All Internet, fax, or computer hardware related activities should also be directed to the Technology Chairman.



ALBERTA NORTHWEST TERRITORIES STATE COUNCIL
KNIGHTS OF COLUMBUS

ITINERARY AND EXPENSE REPORT

NAME:

DATE:

POSITION:

(Please Print)

** All receipts must be attached to the back of the expense report before it will be processed

** E-mail form to State Treasurer if kilometrage only

** The names of the meals guests must be printed on the back of the meal receipt

Table with columns: WEEK, DATE, TRAVEL (From, To), REASON, DISTANCE (KMS, TOTAL \$), HOTEL (TOTAL \$), MEALS (TOTAL \$), OTHER (PHONE \$, COURIER \$, POSTAGE \$, MISC. \$), DAILY TOTAL

SIGNATURE : _____
APPROVED BY : _____
NAME (Print) : _____
POSITION : _____
APPROVED BY STATE TREASURER : _____
APPROVED BY STATE DEPUTY : _____
CHECK NUMBER : _____
DATE CHECKE ISSUED : _____