**SOUTH DAKOTA AMERICAN LEGION AUXILIARY**

**DEPARTMENT Mid-Winter Conference EXPENSE FORM**

Expense Reports must be filed **within 90 days** of the **Department Mid-Winter** to the

Department Secretary. Expenses will be reimbursed at the rates approved

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDICATE THE POSITION YOU HELD**

Parliamentarian \_\_\_\_\_Sergeant-At-Arms \_\_\_\_\_\_ Asst. Sergeant-At-Arms \_\_\_\_\_\_\_

Junior Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Legionette Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the four chairman asked by the Department President to do a presentation.

Department Chairman \_\_\_\_\_

 **IF SO, ENTER $175.00 $**\_\_\_\_\_\_\_\_\_\_\_\_\_

District President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **IF SO, ENTER $250.00 $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NEC \_\_\_\_\_\_ President \_\_\_\_\_ 1ST Vice President \_\_\_\_\_\_ 2ND Vice President\_\_\_\_\_\_\_Secretary \_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_ Historian \_\_\_\_\_\_ Chaplain \_\_\_\_\_

 HOUSING 50% of a standard room (Receipts MUST be attached.) $\_\_\_\_\_\_\_\_\_\_

 Transportation - # of Miles (Round Trip) \_\_\_\_\_\_\_\_\_\_\_x$0.30 – Mileage $ \_\_\_\_\_\_\_\_\_\_

 I did NOT drive \_\_\_\_\_\_ I was a passenger of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MEAL ALLOWNACE $10.00 per Day only if no tickets have been $ \_\_\_\_\_\_\_\_\_\_

 purchased by the Department.

 **TOTAL $ \_\_\_\_\_\_\_\_\_\_\_**

Law requires a signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_