



Conference Expense Form

Date: _____

Expense Reports must be filed **within 90 days** of the Convention/Conference/Meeting to the Department Secretary

Event: Mid-Winter Conference Location: Oacoma, SD

Name _____

Address _____

City, State Zip _____

The following positions receive \$175.00 (Indicate your position)

- District President # _____ Parliamentarian
- Sergeant-At-Arms Asst. Sergeant-At-Arms
- Participating Dept Chairperson Program: _____

Amount \$ _____

Member at Large (Finance Committee) \$50.00 \$ _____

Officers (Indicate your position)

- National Executive Committeeperson Department Secretary
- Department President Department Treasurer
- First Vice President Historian
- Second Vice President Chaplain

Transportation

of miles (round trip) _____ X \$0.30 per mile = \$ _____

I did **NOT** drive I was a passenger of _____

Room Allowance

- NEC/President (100% of Room Allowance)
- Secretary/Treasurer (100% of Room Allowance)
- 1st/2nd Vice/Historian/Chaplain (50% of Room Allowance)
- I shared a room with _____

\$ _____

Total \$ _____

Signature _____

Warrant # _____