

Action Plan Reimbursement

Expenses from the allocated Budget Amount _____

Standing Rule 3.75 Executive Committee members, Parliamentarian, Committee chairs, Music representative and Area Liaisons

Fall Board

Early Registration \$ _____
 Mileage \$ _____
 Scheduled Meals \$ _____
 Lodging at 1/2 d. room \$ _____

State Convention (approximate)

Early Registration \$ _____
 Mileage \$ _____
 Scheduled Meals \$ _____
 Lodging at 1/2 d. room \$ _____

*Standing Rule Line 210: lodging not to exceed one-half the double-occupancy room rate or room share (1/3 or 1/4)

Standing Rule 3.75 b 5: State committee members

Fall Board Only

Mileage \$ _____
 1 nights lodging at
 1/2 double occupancy \$ _____
 1 scheduled meal \$ _____

*Standing Rule Line 210: lodging not to exceed one-half the double-occupancy rate or room share 1/3 or 1/4)

*For convention, committee members shall *not* receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this.

Vouchers must have all receipts attached, except for mileage and be submitted for processing no later than thirty days after the date incurred and prior to the close of the fiscal year (June 30)