



# *Young Ladies' Grand Institute*

*A Catholic Women's Organization*

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## **Finance Committee Reimbursement Guidelines Beginning April 1, 2024**

The Finance Committee has developed new guidelines for reimbursements beginning April 1, 2024, for the beginning of our fiscal year. These shall remain in place until further notice.

We have to watch our expenses. As per our Constitution, our operating budget is primarily derived from the per capita tax of members and institutes. We are steadily declining in both membership and in the number of Institutes.

Please note the following:

Meals: Meal allowances remain as follows: Breakfast \$7.00, Lunch 8.00, and Dinner \$15.00. The Chairman of the Board may determine a lesser fixed amount for the Friday Night Board meeting dinner with the approval of the Finance Committee.

Postage: Whenever possible, please conduct business via email or Zoom conferences

Printing: The following printing expense is no longer allowed: ink cartridges. Please calculate printing based on 10 cents per copy.

Receipts: Receipts must accompany all expense vouchers unless amounts are predetermined by Grand Institute.

Travel: Mileage & Airfare; plan ahead if you fly and please look for low-cost airfare; car pool whenever possible.

Mileage remains at 10 cents per mile.

The following travel expenses will need prior approval from the Finance Committee: car rentals, airport parking, airport shuttles, Uber, Lyft, or other transport services.

Sincerely,

Elaine Brady, Chairman

Barbara Brown

Jeannette Borges