

EXPENSE REIMBURSEMENT VOUCHER

| | | | | | | | | |
|--|--|--|--|------------------------------------|---|---------------------------------------|---------------------|------------------|
| To YOUNG LADIES' GRAND INSTITUTE P O Box 160286 SACRAMENTO CA 95816 | Check # _____ Date issued _____ | | | | | | | |
| From _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ E-MAIL _____ | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Grand Officer</td> </tr> <tr> <td><input type="checkbox"/> Deputy to # _____</td> </tr> <tr> <td><input type="checkbox"/> Committee</td> </tr> <tr> <td>Chairman <input type="checkbox"/> Chairman's Initials _____</td> </tr> <tr> <td>Member <input type="checkbox"/> _____</td> </tr> <tr> <td>Institute No. _____</td> </tr> <tr> <td>PHONE: () _____</td> </tr> </table> | <input type="checkbox"/> Grand Officer | <input type="checkbox"/> Deputy to # _____ | <input type="checkbox"/> Committee | Chairman <input type="checkbox"/> Chairman's Initials _____ | Member <input type="checkbox"/> _____ | Institute No. _____ | PHONE: () _____ |
| <input type="checkbox"/> Grand Officer | | | | | | | | |
| <input type="checkbox"/> Deputy to # _____ | | | | | | | | |
| <input type="checkbox"/> Committee | | | | | | | | |
| Chairman <input type="checkbox"/> Chairman's Initials _____ | | | | | | | | |
| Member <input type="checkbox"/> _____ | | | | | | | | |
| Institute No. _____ | | | | | | | | |
| PHONE: () _____ | | | | | | | | |
| | Approved by: _____ Finance Committee | | | | | | | |

This form should be submitted monthly and in all cases will be accepted only within 30 days after the close of each calendar quarter in which the expense is incurred. Deputies should submit travel expenses quarterly. Bills totaling less than \$1.00 will not be accepted.

| DATE | EXPLANATION | AMOUNT |
|------|--|----------|
| | TRAVEL From _____ Auto <input type="checkbox"/> Bus <input type="checkbox"/> To _____ no. miles Air <input type="checkbox"/> RR <input type="checkbox"/> <input type="checkbox"/> and return _____ | \$ _____ |
| | TRAVEL From _____ Auto <input type="checkbox"/> Bus <input type="checkbox"/> To _____ no. miles Air <input type="checkbox"/> RR <input type="checkbox"/> <input type="checkbox"/> and return _____ | \$ _____ |
| | TRAVEL From _____ Auto <input type="checkbox"/> Bus <input type="checkbox"/> To _____ no. miles Air <input type="checkbox"/> RR <input type="checkbox"/> <input type="checkbox"/> and return _____ | \$ _____ |
| | <input type="checkbox"/> Breakfast \$ _____ <input type="checkbox"/> Lunch \$ _____ <input type="checkbox"/> Dinner \$ _____ | \$ _____ |
| | <input type="checkbox"/> Breakfast \$ _____ <input type="checkbox"/> Lunch \$ _____ <input type="checkbox"/> Dinner \$ _____ | \$ _____ |
| | Hotel (# of nights _____) | \$ _____ |
| | <input type="checkbox"/> Bridge Toll \$ _____ <input type="checkbox"/> Ferry \$ _____ <input type="checkbox"/> Parking \$ _____ | \$ _____ |
| | TOTAL | \$ _____ |

SEE THE INSTRUCTIONS ON THE REVERSE SIDE FOR WHICH RECEIPTS NEED TO BE ATTACHED

EXPENSE REIMBURSEMENT VOUCHER INSTRUCTIONS

Fill in your name and address, including your zip code.

Fill in your Institute number, your phone number, and email (if you have one).

Check the box that fits your office - Grand Officer, Deputy + Deputy to & Committee + Committee name.

Add mileage - Reimbursement for mileage is 10 cents per mile (**Constitution Article XII, Section 2, Page 13, Paragraph 3**).

Don't forget to include round trip mileage.

Add transportation; Air, Bus or RR. **Receipts must be attached to the Expense Reimbursement Voucher.**

Add meals for a Board Meeting or other approved event. Do not include receipts for Board Meetings, DDOD, etc. (*Approved meals are currently set to Breakfast \$7.00, Lunch \$8.00, and Dinner \$15.00*). (**Constitution Article XII, Section 2, Page 13, Paragraph 3**)

Add a hotel with the number of nights, receipts are not required for any hotel accommodation for Board Meetings or DDOD meetings because the hotel fees have been set by Grand Institute. (**Constitution Article VI, Section 11, Page 8, Paragraph 2**). All other hotel accommodations - Receipts must be attached to the **Expense Reimbursement Voucher**.

Add bridge tolls, ferry tolls and parking fees. Receipts must be attached to the Expense Voucher. If you have bridge or lane tolls, you do not need to attach receipts if you are using a tracker.

Routing & Submission -

If you are submitting a voucher for mileage as an Institute Deputy or District Deputy, include the Institute or District you are assigned to and send your Expense Voucher to the Grand Secretary. Institute/Deputy vouchers should be sent no later than the end of each Quarter. (June, September, December, March)

If you are a Committee Chair, send your voucher directly to the Grand Secretary.

If you are submitting a voucher as a Grand Officer, send your voucher to the Grand Secretary. For Board Meetings or DDOD Meetings vouchers will be collected on Friday evening to be reimbursed in person on Saturday of the same weekend. All late submissions will be mailed. **Required Receipts must be attached to the Expense Voucher.**

DDOD – District Deputy Orientation Day