

Province VII Reimbursement Policy

Expenses Reimbursed:

- Round trip economy airfare by the most direct route, one bag fee each way
- Mileage reimbursed at the IRS rate of .14 per mile OR your actual expenses for gas and oil if they are greater. Please provide a record of your mileage or receipts for gas and oil, as applicable.
- Meals during meetings will be provided. The Order does not pay for alcoholic beverages. You will be responsible for paying for any alcoholic beverages.
- Lodging – board members are expected to share hotel rooms to save money and get to know each other. Accommodation expenses not covered include any nights preceding or following the meeting not previously authorized and any charges to the room. Should a board member choose to stay in a room by herself she is expected to pay for the room and be reimbursed for half of the room expense

Expenses Not Reimbursed:

Car Rental

Gas for car rental

Meals en route to meetings

Hotel incidentals

Hotel room at a different site

Alcoholic beverages

Travel insurance

Travel will be capped at \$500 – please compare airfare versus mileage when planning

Expenses may be paid or reimbursed for the following:

Executive Board Meetings – Spring Assembly & Fall Board

Fall Province Board Meeting

Triennial Meeting for incoming and outgoing Executive Board (registration not included)

While accomplishing the mission of The Order, it is important Daughters are mindful of the fiduciary responsibility to conserve funds.

Travel insurance should be purchased when booking airline flights at the expense of the Daughter. Reimbursements cannot be made in advance of a trip without travel insurance. In the event the trip must be cancelled, all monies paid for the trip will be returned to the province.

Expense vouchers must be turned in within 30 days of expenditure and no later than the end of the fiscal year

In exceptional circumstances, the Executive Board may authorize additional reimbursement for Executive Board or Provincial Board members traveling on official Provincial business. However, such exceptions should be granted only for good reason, and in general, must be authorized by the Executive Board at least ten (10) days prior to the travel in question.

Expenses are paid/reimbursed using an Expense Voucher. Complete the form and include receipts and/or record of mileage. Some members may choose to donate portions of their expenses to The Order. If you would wish to decline reimbursement, submit the voucher, and note the contribution in the Gifts to the Order at the bottom of the page.