

STATE EXPENSES --

RULE 38. Expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher - during the year of expenditure, or not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment.

- a. Reimbursable expenses include the following:
 - 1. Mileage: Personal motor vehicle usage at the rate of \$.35 per mile through June 30, 2008, and at the rate of \$.50 per mile on and after July 1, 2008. (Revised 6/10/08)
 - 2. Tolls: Bridge and road tolls.
 - 3. Lodging: For trip over 100 miles one way. Provide receipt.
 - 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 - 5. Telephone: Long distance charges. Provide log or annotated bill.
 - 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. Provide receipt or explain.
 - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Provide receipt. Copies or documents produced on personal copier or printer, at \$.05 per side. Explain.
 - (c) Supplies: Such as envelopes, blank labels, etc. Provide receipt.
 - (d) Area Meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer training session and the Area Meetings required by Rule 895, and meeting room rental or use fees when a free meeting room is not available. Provide receipt and explain.
 - (e) Miscellaneous: Explain and provide receipts.
- b. Non-reimbursable expenses include the following:
 - 1. Attendance at own Branch meetings or other functions.
 - 2. Meals for spouses.
 - 3. Alcoholic beverages.
 - 4. Set-up or printing of personalized stationery.
 - 5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.

BRANCH EXPENSES --

RULE 46. Expense Claim Voucher - Form 15 - for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation.

(New 11/15/05)

TELEPHONE LOG - Or, attach listing and/or annotated bill and enter total(s) on line(s) above the total.

Call	Date	Number	Cost	Explanation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
		TOTAL		