

## FINANCE – EXPENSE REPORTS

Officers and Chairman, District Presidents, and Hospital Representatives per the Department Code are to receive an allowance as determined by the Department Budget. If the total allowance is over \$100 it is split in half. The first half is distributed after July 1 and the second January 1. Those whose allowance is less than \$100 will receive the full amount after July 1. Expense Reports are supposed to be filed with receipts as designated on the expense report provided with the checks. All expense reports must be filed by May 1 to be used by the Finance Committee. These expense reports can be pdf to the Department Treasurer [calegionauxtreas@gmail.com](mailto:calegionauxtreas@gmail.com).

What does the expense report include:

- Mileage (does not include Clovis, MidYear, or Convention) for events or visits for your position. The mileage calculated round trip (RT) to the function X \$.25 per mile. (example:  $200 \times 2 = 400 \text{ miles}$ ) X \$.25 = \$100
- Expenses (with receipts) for operation of the program (paper, postage, etc)