**DEPARTMENT OF NORTH CAROLINA**

**EXPENSE GUIDELINES**

(For Budgeted Money)

Quarterly Expense Vouchers are to be submitted to Headquarters when warranted or no later than October 15th, January 15th, April 15th and June 25th. If later than these dates you will not receive reimbursement for the quarter.

**Department officers are encouraged to travel together whenever possible. Only 1 may claim reimbursement for joint travel expenses**.

* EXPENSES FOR CONFERENCES & CONVENTION ARE NOT COVERED AND APPLY TO ALL POSITIONS.
* MILEAGE IS 35 CENTS PER MILE (Attach MapQuest/Google documentation for mileage reimbursement)
* COPIES -- NO MORE THAN 5 CENTS PER COPY
* ALL EXPENSE REPORTS MUST INCLUDE RECEIPTS
* FOOD: INDIVIDUAL RECEIPT FOR THE PERSON RECEIVING EXPENSE MONEY-MAXIMUM $35.00/PER DAY
* THE ALA WILL NOT PAY FOR ANY TYPE OF ALCOHOLIC BEVERAGE.

Copies on personal printer: 5 cents per copy; must send to Department Office a copy of all correspondence and indicate number of copies made.

DEPARTMENT PRESIDENT: $1,800.00

1. A maximum of $1500 will be paid from budgeted money prior to March 1, 2025.
2. Two visits to the same unit (for business, installations, revitalization or guest speaker).
3. District Meetings: ½ of the meetings other than your own.
4. Division meetings other than your own.
5. No funds may be utilized for Pins

If the President cannot attend a function and the Vice-President attends, the VP is paid from the President’s expense money. If there are expenses in question, they will have to be approved by the Finance Committee.

DEPARTMENT VICE-PRESIDENT: $1,350.00

1. A maximum of $1,000 will be paid from budgeted money prior to March 1, 2025.
2. Two visits to the same unit (for business, installations, revitalization or guest speaker).
3. District Meetings: ½ of the meetings other than your own.
4. Division meetings other than your own

If there are expenses in question, they will have to be approved by the Finance Committee.

DIVISION PRESIDENTS: $135.00

1. One visit per Unit for (Business, Installations, Revitalization or Guest Speaker) all expenses must occur WORKING WITHIN YOUR RESPECTIVE DIVISION/UNITS. NO EXPENSE MONEY TO ATTEND YOUR OWN DISTRICT OR DIVISION MEETING.
2. Mailing/Postage with receipt
3. Copies, etc. at no more than 5 cents per copy with receipt
4. Copies on personal printer 5 cents per copy, must send a copy of all correspondence and number of copies made to Department Office.
5. Maximum of $75.00 can be used for awards within your Division, must be listed on Expense Voucher with receipts.

If there are expenses in question, they will have to be approved by the Finance Committee.

DISTRICT PRESIDENTS: $35.00

1. One visit per Unit for (Business, Installations, Revitalization or Guest Speaker) all expenses must occur WORKING WITHIN YOUR RESPECTIVE DISTRICT/UNITS. NO EXPENSE MONEY TO ATTEND YOUR OWN DISTRICT OR DIVISION MEETING.
2. Mailing/Postage with receipt
3. Copies, etc. at no more than 5 cents per copy with receipt

EXPENSE GUIDELINES (cont’d)

(for Budgeted Money)

1. Copies on personal printer 5 cents per copy, must send a copy of all correspondence and number of copies made to Department Office.
2. If a District President position is vacant and the Division President incurs allowable costs related specifically to her working on that District, the Division President may be reimbursed from the funds budgeted for the vacant District President position.

If there are expenses in question, they will have to be approved by the Finance Committee.

Standing Committee Chairmen

1. Chairmen of Standing Committees will also have an allowance of $50 for expenses supporting their programs.
2. Up to $50.00 to attend Chairmen’s Workshop.

If there are expenses in question, they will have to be approved by the Finance Committee.

Chaplain and Historian:

1. Chaplain will be allowed $150.00 to purchase cards and stamps. (with receipts)
2. Historian will be allowed $50.00 to purchase the Senior and Junior History Book. (with receipts)

If there are expenses in question, they will have to be approved by the Finance Committee.

Awards/Plaques will be paid for out of Convention money and ordered by the Department Secretary. Names of recipients must be to the Department Secretary three weeks prior to Department Convention. The awards are: Division President, District President and Unit President of the Year, Chairman of the Year, Unit Member of the Year, Active Duty Female of the Year and Unit of the Year.

LEADERSHIP: $50.00

1. Maximum of 5 cents per copy with an allowance up to $50 for expenses supporting their programs.
2. Postage with receipts.

If there are expenses in question, they will have to be approved by the Finance Committee.

LEGION COLLEGE BUDGET GUIDELINES:

1. Workbook including copies at no more than 5 cents per copy.
2. Copies on personal printer: 5 cents per copy, must send a copy to Department office of all correspondence and number of copies made
3. Registration material
4. Postage with receipts
5. Certificates
6. Committee expense/mileage comes from registration money from Legion College Fund balances for 2024 session; (includes room for 2 nights for chairman)
7. Registration fee for the committee.

Expenses will not exceed the amount taken in for registration.

If there are expenses in question, they will have to be approved by the Finance Committee.

SIX (6) CERTIFICATES SHALL BE GIVEN TO EACH CHAIRMAN. RIBBONS AND ADDITIONAL CERTIFICATES MAY BE PURCHASED BY THE POPPY CHAIRMAN AND HISTORIAN FOR $1.00 EACH.

No committee should make any new awards (plaques) prior to approval by the Finance Committee.

Receipts must be furnished in order to be reimbursed.

All expense vouchers must be received in Department Headquarters by the dates at the top of the first page and prior to June 25 for the last quarter. If later than that date, you will not be reimbursed.

Revised 5/29/24

*\*Direct program expenses include copies, mileage, postage, awards and related materials benefitting Department-wide programs.*