## **National Organization**

## Sons of Union Veterans of the Civil War 1861-1865

Report of Expenses to Represent the Commander-in-Chief at Department Encampments



Month Year

Officer's Name: Officer's Position:

| Encampment   |   | Expenses |                      |                  |           |       |
|--------------|---|----------|----------------------|------------------|-----------|-------|
| Date         | Description of Vendor, Receipt/Invoice & Specific Purpose             | Travel   | Hotel                | Meals            | Telephone | Other |
|              |   |          |                      |                  |           |       |
|              |   |          |                      |                  |           |       |
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|              |   |          |                      |                  |           |       |
|              | Miles Traveled to Represent the Commander-in-Chief (Round Trip) miles |          |                      |                  |           |       |
|              | Road Tolls  |          |                      |                  |           |       |
|              | Road Tolls  |          |                      |                  |           |       |
|              | Column Expense Totals:  | \$       | \$                   | \$               | \$        | \$    |
| Grand Total: | č   | Not      | e: Attach all receir | ts for all ovnon |           |       |

| Expenses Incurred |   | and                | /100  | Dollars |
|-------------------|---|--------------------|-------|---------|
|                   | [ Write or Type Words for Total Whole Dollar Amounts here. ]  | Fraction of Dollar |       |         |
| Signed:           |   |                    | Date: |         |
|                   | (Signature of National Representative for Commander-in-Chief) | <del>-</del>       |       |         |
| Approved By:      |   |                    | Date: |         |
|                   | (Commander-in-Chief's Signature of Approval)                  | _                  |       |         |
| Approved By:      |   |                    | Date: |         |
|                   | (National Treasurer's Signature of Approval)                  | <del>_</del>       |       |         |

Notes: 1.) Fill-in the blanks on this form, print the form, sign & date the form, keep a copy, & mail original to the Commander-in-Chief for approval.

- 2.) Attach receipts for all expenses.
- 2.) Approved by Council of Administration on 4-17-2004 for Other National Officers who are requested to represent the Commander-in-Chief at Department Encampments. Maximum Expenses per trip not to exceed \$300.00.
- 4.) Effective in Calendar Year 2006: On 4-16-2005, at Springfield, IL, CofA Approved Increase of Travel Allowance Maximum to \$500.00; however, the Commander-in-Chief MUST Approve, Sign, and Date Expense Report for these National Officers.

  5.) Please file an Expense Report for Each Event Covered and/or Separate Round Trip.
- 6.) Please submit additional Expense Report sheets if more space is necessary. [Please mark page #'s and total number of pages at top of pages where indicated. (i.e., Page 1 of 2, Page 2 of 2, etc.)]

Mail to: Commander-in-Chief: Donald D. Palmer, 147 Lucerne Place Dr., Ballwin, MO 63011-3218