Print Form

National Organization

Sons of Union Veterans of the Civil War 1861-1865

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

Officer's Name: **Month** **Year**

Officer's Position:

Encampment		Expenses			
Date	**Description of Vendor, Receipt/Invoice & Specific Purpose**	**Travel**	**Hotel**	**Telephone**	**Other**
	Miles Traveled to Represent the Commander-in-Chief (Round Trip) miles				
	Road Tolls				
	Road Tolls				
	Column Expense Totals:	$	$	$	$
Grand Total:	$				

Note: Attach all receipts for all expenses

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)

Approved By: _____ Date: _____

(Commander-in-Chief's Signature of Approval)

Approved By: _____ Date: _____

(National Treasurer's Signature of Approval)

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.
3.) Approved by Council of Administration on 4-17-2004 for Other National Officers who are requested to represent the Commander-in-Chief at Departmen 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: Brad Schall, 2754 Woodacre Ct., Lincoln, CA 95648