

DKG Alaska State Organization Request for Reimbursement

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number(s): _____

Amount requested: _____

(If requesting reimbursement of actual expenses, please attach receipts.)

Please submit this form, with any required receipts, to the DKG Alaska State Organization Treasurer:

Joan Lower

907-223-3112

PO Box 257

Girdwood, AK 99587-0257

joan@alaska.net

Please indicate with an X the type of reimbursement you are requesting:

_____ **I am a State Committee Chair requesting a \$50.00 stipend.** Each state committee chair will receive a \$50 stipend once during her biennium for attending the state convention. (No receipt is required.)

_____ **I am a State Committee Chair requesting reimbursement for miscellaneous committee expenses.** I have attached my receipt(s).

_____ **I am the Chapter President of _____ Chapter, or her representative.** I am attaching either my receipt(s) for airfare, or else the calculation for mileage reimbursement. Each Chapter President, or her representative, shall be reimbursed for transportation costs to one official meeting each biennium. Mileage reimbursement for those who drive their own vehicles will be at the prevailing state mileage rate (**currently \$.545 per mile**); the total mileage reimbursement may not exceed minimum airfare between her home and destination.

_____ **I am a State Officer. My office is _____.**

I am attaching either my receipt(s), or else the calculation for mileage reimbursement.

STATE PRESIDENT: Travel by the most direct route, hotel and official meals by the **State President** for attendance at International conventions, regional conferences, state conventions or workshops, chapter visits and travel incidental to installation of new chapters shall be reimbursed, within the limits of the established budget. Reimbursements for chapter visits are limited to one visit each biennium to chapters and only one visit to include all chapters in an area. **STATE**

OFFICERS, OTHER THAN THE PRESIDENT: State Officers (other than the State President) shall be reimbursed for transportation costs by the most direct route to one official meeting each year. Mileage reimbursement for those who drive their own vehicle will be at the prevailing state mileage rate (**currently \$.545 per mile**); the total mileage reimbursement may not exceed minimum airfare between her home and destination. For travel reimbursement, state officers shall include the state treasurer, state parliamentarian, and the state editor.

DKG Alaska State Organization

Request for Reimbursement

_____ I am a newly elected Chapter President, Chapter Treasurer, Chapter EEC or Program Chair, or Chapter Membership Chair, or her proxy, requesting an \$80.00 stipend for attending the leadership training at the 2018 State Leadership Convention in Homer. (No receipt is required.) If I am a proxy, I understand that I am obligated to report back to the person in my chapter that I am representing, to share with her the information covered in the training session which I have attended in her stead.

My chapter is _____.

Please indicate with an X, which of the following you are:

_____ Chapter President

_____ Chapter President's proxy

_____ Chapter Treasurer

_____ Chapter Treasurer's proxy

_____ Chapter EEC or Program Chair

_____ Chapter EEC or Program Chair's proxy

_____ Chapter Membership Chair

_____ Chapter Membership Chair's proxy