THE DELTA KAPPA GAMMA SOCIETY

INTERNATIONAL

WEST VIRGINIA

STATE ORGANIZATION



REIMBURSEMENT POLICY HANDBOOK

July 1, 2021 - June 30, 2023

This Reimbursement Policy Handbook

has been prepared by the

West Virginia State Organization Finance Committee:

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West Virginia State Organization

Reimbursement Policy Handbook

# General Guidelines

Unless otherwise stated, these guidelines must be met in order to receive reimbursement.

1. A voucher must be presented in order to receive any reimbursement.
2. Receipts are required for each expense except mileage.
3. Mileage is reimbursed at $ .20 per mile. The president’s mileage is $0.40 per mile.
4. Room reimbursements will be a maximum of ½ the double occupancy room rate.
5. Vouchers for expenses and mileage must be submitted to the treasurer within two weeks following a convention or conference.
6. Any member submitting a voucher at the convention or conference should pick up the check prior to leaving the convention or conference.

**West Virginia State Organization Convention or Conference**

The following personnel will have expenses paid as follows: ½ room rate (double occupancy), meals (on registration only), registration fee, and mileage at $0.20 per mile.

Note: At a convention (in odd-numbered years) lodging expense may be for two nights. At a conference (in even-numbered years) lodging expense may be for one night.

**State Officers** **Related Personnel**

 President Executive Secretary

 1st Vice-president Parliamentarian

 2nd Vice-president State Editor

 Recording Secretary Immediate Past President

 Treasurer

State Committee Chairmen and the Convention Pianist will receive up to $60.00 for convention expenses. Receipts must be presented. See page 6 for other expenses.

The president of each chapter, or her representative, will be reimbursed for the mileage of one car at the rate of $0.20 per mile.

All expenses for an International Guest will be paid except for transportation which is paid by International.

Convention expenses such as printed programs, flowers for meetings, corsages for special guests, and gifts for International guest or state approved guests shall be paid by the state treasurer.

**International Conventions and Conferences**

A $600.00 Honorarium will be given to the State President for attendance at the event, all general sessions and workshops relevant to her position.

A $500.00 Honorarium will be given to each of the following for attendance at the event, all general sessions and workshops relevant to her position.

State First Vice-President

State Second Vice-President

State Treasurer

State Editor

State Executive Secretary

A $350.00 Honorarium will be given to each of the following for attendance at the event, all general sessions and workshops relevant to her position.

State Parliamentarian

State Recording Secretary

State Immediate Past President

# Other Reimbursements

The State President shall receive reimbursement for all expenses after she submits a voucher and receipts for all expenses, except gasoline mileage.

State committee chairmen may receive $40.00 per year for committee expenses. Keep receipts and submit one voucher annually at, or prior to, the state convention or conference.

Disaster Fund requests for a member who has experienced a disaster should be submitted by the chapter president to the chairman of the state Disaster Committee for action. The amount granted shall be up to $300 and shall be by unanimous consent of the committee and approved by the state president.

