

United Daughters of the Confederacy®
Virginia Division

Expense Account Form
Send to Division President for endorsement.

Name _____ Office _____

Expenses from _____ to _____ (dates)

Item*	Purpose	Amount
		Attach receipts
Stamps/Postage	_____	_____
Express Mail/Shipping	_____	_____
Stationary (paper, envelopes, postcards)	_____	_____
Printing (other than stationary)	_____	_____
Copying	_____	_____
Other (please describe)	_____	_____

*Telephone charges are not reimbursed.

Total _____

Please refer to Division Bylaws, especially Article XII Section 3, and Standing Rule 10.

Expenses Reimbursement. Only Division Officers, District Chairmen, and the Chairmen of the New Chapters Committee may be reimbursed for expenses. Other chairmen should request pre-approval for reimbursement as they will only be reimbursed for very unusual circumstances. Expense accounts shall be presented at least **every three months** to the Division President for approval using this Expense Account Form and **accompanied by all receipts**. No request for payment of expenses of any kind (regardless of an allotment listed in Standing Rules) shall be approved or paid unless presented on this form with receipts. **Expenses for the current year** shall not be approved unless presented within 30 days following the Annual Division Convention (with the exception of the outgoing Division President and Division Recording Secretary).

Pre-approval of Expenses Greater than \$50. Additionally, any proposed expenditure of \$50 or more shall be submitted to the Division President and the Chairman of the Finance Committee for their approval **before any work is contracted**. Otherwise, the Division shall not be responsible for said expenditure.

General Organization. Virginia Division shall not be responsible for expenses incurred by General Officers or Chairmen.

Approved _____ Date _____
 President, Virginia Division

Approved _____ Date _____
 Chairman, Division Finance Committee