

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
Copying	_____	_____
Express Mail/Shipping	_____	_____
Printing (other than stationary)	_____	_____
Stamps/Postage	_____	_____
Stationary (paper, envelopes, postcards)	_____	_____
Other (please describe)	_____	_____
	_____	_____
	Total	_____

*Telephone charges are not reimbursed.

Please refer to Division Bylaws, especially Article XIV Section 3, and Standing Rule 9.

Quarterly expenses reimbursement. Officers and Chairman shall present expense accounts every three months to the Division President for approval using the *Expense Account Form* provided by the Division Treasurer and accompanied by all **receipts**. No requests for payment of expenses of any kind shall be approved or paid unless handled in this manner. 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 who shall be given an extension to complete all duties of their term of office.

Expenses greater than \$50. Each elected and appointive Division Officer and Chairman shall submit any proposed expenditure of \$50 or more to the Division President and Finance Committee Chairman for their approval before any work is contracted; otherwise, the Division shall not be responsible for said expenditure. Receipts for expenses shall be attached to requests for reimbursement.

Other Division Officers, Appointive Officers, and Chairmen. Expenses of other Division Officers, Appointive Officers, and Chairmen shall be reimbursed as specified in the Standing Rules.

General Chairmen. The Division shall not be responsible for expenses incurred by Chairmen of General Committees.

Approved _____ Date _____
President, Virginia Division

Approved _____ Date _____
Chairman, Division Finance Committee

Received by Treasurer _____ / _____ / _____ Paid \$ _____ Check # _____ Date _____ / _____ / _____