

Directions for filling in the required SUBORDINATE BODY EXPENSE FORM

- A. Person should fill in their name and address (This allows the use of “Home” in the “To” and “From” since Home has been identified)
- B. All expenses should include a date. The date of the meeting, the date on the receipt, the time period covered for items such as phone bills.
- C. For travel expenses, the “To” and “From” need to have a defined location. All expenses should have a “Reason”.
- D. This column is used to record travel time. It shows that the travel time was long enough to justify a meal(s). (See G)
- E. This column is for the total miles. You can put a check mark in the “RT” column if it represents a Round Trip.
- F. List the rate that has been approved by your subordinate body.
- G. This is the dollar value of your miles. Multiply the miles by the rate.
- H. Meals need to be approved by the membership. You do not have to pay meals, and the amount can be based on a set per diem rate or by actual receipts.
- I. Use this area to describe “Other Expenses”.
- J. Actual amount of Postage goes in this column.
- K. The amount of phone reimbursement should be in this column. Be sure member list names of persons called and purpose of the calls on the bill if they have multiple calls.
- L. Miscellaneous should only be used for items that do not fit into any other category. Be sure to explain fully and attach receipts.
- M. Totals for each line are placed here and the Grand Total is recorded at the bottom.
- N. Fill in with date paid.
- O. Fill in the number of the check used to pay this expense.
- P. “Approved By” can be used for different things. Your subordinate body may require the Treasurer or President to sign the form. Your subordinate body may want to use this area to cross-reference the date of the meeting that approved the expense or the standing motion that approves the expense. This area may not be required by your subordinate body but could be useful.
- Q. Member should sign the form before turning it in.

Feel free to add additional comments on the form or more information can be written on the actual receipts. It is better to have too much information regarding the reason for the expense than not enough.

All receipts need to be attached. (i.e. Postage, phone bills, meals etc.)

You should use the “Subordinate Body Paid Release Time” for reimbursing wages. The directions are on the bottom of the form. You should have on file a copy of the person’s pay stub to verify the hourly rate.