



**AMERICAN LEGION AUXILIARY**  
**Department of Illinois**  
**Request For Expense Reimbursement**

Date: \_\_\_\_\_

**1. Fall Board Meeting**

(Dept Officers, Committee Chairmen, Division & District Presidents are eligible for expense reimbursement)

Per Diem of \_\_\_\_\_ days @ \$70.00 per day \$ \_\_\_\_\_

Number of miles \_\_\_\_\_ @ .20 per mile (Round Trip) \$ \_\_\_\_\_

**2. Special Meeting②**

Div. V.P. & Dist V.P. at Fall Board Meeting or Committee Members who are called in for a meeting by the Dept. Pres.

Number of miles \_\_\_\_\_ @ .20 per mile (Round Trip) \$ \_\_\_\_\_

Meal Allowance - \$10.00 \$ \_\_\_\_\_

**3. Patriotic Conference/Spring Board Meeting ③**

(Dept Officers, Committee Chairmen, Division & District Presidents are eligible for expense reimbursement.)

Per Diem of \_\_\_\_\_ days @ \$70.00 per day \$ \_\_\_\_\_

Number of miles \_\_\_\_\_ @ .20 per mile (Round Trip) \$ \_\_\_\_\_

**4. Department Convention**

(Dept Officers, Committee Chairmen and Dept. Convention Chairmen are eligible for expense reimbursement)

Per Diem of \_\_\_\_\_ days @ \$70.00 per day \$ \_\_\_\_\_

Number of miles \_\_\_\_\_ @ .20 per mile (Round Trip) \$ \_\_\_\_\_

**5. Miscellaneous Expense – \_\_\_\_\_ (description)**

Per Diem of \_\_\_\_\_ days @ \$70.00 per day \$ \_\_\_\_\_

Number of miles \_\_\_\_\_ @ .20 per mile (Round Trip) \$ \_\_\_\_\_

Travel Expense (air, train, bus, taxi etc.) \$ \_\_\_\_\_

Other Expense \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DUE**

\$ \_\_\_\_\_

1. Fall Board– 1 day per diem plus travel
2. Special meeting for Div. & District Vice Presidents at Fall Board are allowed travel plus \$10 toward Meal only.
3. Patriotic Conference and Spring Board – 2 days per diem plus travel
4. Department Convention – Officers allowed 4 days plus travel, Committee Chairmen 3 days plus travel
5. To receive per diem you must have stayed in the authorized hotel
6. If meals are served and you do not stay in hotel, partial per diem will be given

**NOTE:** To be eligible to receive complete expense reimbursement for Board Meetings and Department Convention you must attend all Meetings and Board Dinners. The Finance Chairman will deduct an appropriate amount from submitted expenses if you do not comply.

Approved: \_\_\_\_\_  
Committee Chairman

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Approved: \_\_\_\_\_  
Finance Chairman

Capacity: \_\_\_\_\_

Mileage reimbursement is only available to driver, list any Board or Committee Members who were your passengers.