

Advisory Information for All Committee Chairmen Regarding Expense Vouchers

The allocated budget amount for your committee work has been established by the State Board of Trustees, based on your predecessor's experiences and the available amount of funds. The budgeted amount is intended to defray your committee's cost of Postage, Printing, Telephone and Trophies/Plaques to be awarded by your committee. Any District Chairman requiring reimbursement of their expenses **MUST** channel their requests through their respective State Chairman in order to be paid. The State Chairman is responsible for his budget and will make the final approval of any District Chairman's request. Any dollar amount exceeding the budgeted amount without **PRIOR** approval of the Board of Trustees will not be approved.

All permissible expenditures **MUST** be substantiated with Copies of Bills and Invoices and in no case will you charge anything directly to the Michigan Elks Association. Mileage is payable as per the By-Laws of the Michigan Elks Association or by prior approval of the Board of Trustees. Any charge against your budget for food or lodging will not be allowed as payable. As a State Chairman you are expected to pay for this yourself, or see if your Lodge will support your expenses. As a State Association, we are operating on a limited budget and cannot afford to support any Chairman with a daily living expense. This is your Association, so do everything you can do to make it the best possible avenue of Service to our fellow Americans.

Requests for budgeted funds must be submitted on an Expense Voucher and accompanied by proper documentation to be eligible for reimbursement of expenses. All requests must be sent to the Secretary of the Association, **NOT** to the Board of Trustees. You will be reimbursed only after the Approving Member Trustee has authorized your request. However if you are not sure on the procedure for preparing a voucher just send the receipts to the State Secretary and he will complete the voucher.

Any advanced funds must be justified and substantiated by receipts with a Quarterly Report. Otherwise IRS Rules may require the Association to report the advance as personal income for tax purposes.

Submit Expense Vouchers to:
Michigan Elks Association
P O Box 793
Sturgis, MI 49091