National Organization

Sons of Union Veterans of the Civil War 1861 - 1865

Report of Expenses to Represent the Commander-in-Chief at Department Encampments

Month	Year

Officer's Name:

Officer Position:

Encampment:

Date	Description of Vendor, Receipt / Invoice #, & Specific Purpose	Expenses: Travel	Hotel	Telephone	Other
	Miles Traveled to Represent the Commander-in-Chief (Round Trip):				
	Road Tolls:				
	Road Tolls:				
	Column Expense Totals :	$ -	$ -	$ -	$ -
Grand Total:	$0.00				

Note: Attach all receipts for all expenses.

Expenses Incurred: ______________________ *and* *0/100* **DOLLARS**

↰↰↰↰ [Write or Type Words for Total Whole Dollar Amounts here.] ↱↱↱↱ ↰↰[Fraction of Dollar is]↱↱ [Automatically Filled-In]

Signed: ______________________ **Date:** __________

(Signature of National Representative for Commander-in-Chief)

Approved By: ______________________ **Date:** __________

Commander-in-Chief's Signature of Approval)

Approved By: ______________________ **Date:** __________

(National Treasurer's Signature of Approval)

Notes: 1.) **Fill-in the blanks on this form, print the form, sign & date the form, keep a copy, & mail original to the Commander-in-Chief for approval.**

2.) **Attach receipts for all expenses.** **(Note: Form calculates all Totals automatically!)**

3.) **Approved by Council of Administration on 4-17-2004 for Other National Officers who are requested to represent the Commander-in-Chief at Department Encampments. Maximum Expenses per trip not to exceed $300.00.**

4.) **Effective in Calendar Year 2006: On 4-16-2005, at Springfield, IL, CofA Approved Increase of Travel Allowance Maximum to $500.00; however, the Commander-in-Chief MUST Approve, Sign, and Date Expense Report for these National Officers.**

5.) **Please file an Expense Report for Each Event Covered and/or Separate Round Trip.**

6.) **Please submit additional Expense Report sheets if more space is necessary. [Please mark page #'s and total number of pages at top of pages where indicated. (i.e., Page 1 of 2, Page 2 of 2, etc.)]**

Commander-in-Chief, Mail to: **Max L. Newman, PCC, National Treasurer, 4995 E. Wilkinson Road, Owosso, MI 48867-9616**