



REIMBURSEMENT POLICY

Effective date July 1, 2024

Guidelines for submitting an Expense Voucher

- OSO Expense Vouchers are available at dkgoio.org and may be submitted electronically.
- Receipts for purchases must accompany expense vouchers.
- Committee expense vouchers must be first signed by the Committee Chairman within five (5) days of the incurred expense and sent to the OSO President within 10 days of the incurred expense.
- Mileage rate is \$0.30 per mile for the driver. No receipt is required.
- Expense voucher and receipts must be sent to the OSO President within 10 days of the incurred expense or event.
- The President will send the approved expense voucher within five (5) days to the State Treasurer who will prepare the payment within five (5) days.
- June expense vouchers and receipts must be submitted to the President no later than June 15.

Allowable Reimbursements

Program Expenses

- Expenses incurred by the President, Treasurer, and Committees that are required to fulfill their duties such as: postage, copy paper, envelopes, supplies, etc.

State Committee Meetings

- Committees are encouraged to meet via Zoom to conduct business. With pre-approval of the President, mileage for committee members will be paid.

Executive Board Meetings

- Mileage for President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor, Webmaster, Parliamentarian, Immediate Past President, OSO Past Presidents, State Committee Chairmen, Coordinators, and Historian

State Convention or Conference

- Mileage to the site to plan the convention or conference for: President, Convention Coordinator, and Treasurer
- Mileage, one-half the cost of official meals and lodging at the convention/conference hotel for a standard room, if booked as a part of the hotel block, for: President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor, Webmaster, Parliamentarian, Immediate Past President, OSO Past State Presidents, State Committee Chairmen, Coordinators, and Historian
- Mileage, one-half the cost of the inspirational breakfast, and lodging for one night at the convention/conference hotel for a standard room, if booked as a part of the hotel block, for: Membership Committee members participating in the Celebration of Life Service

Administrative Team Meetings

- Mileage and one-half of lodging, for a standard room, for President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor, Webmaster, Parliamentarian, and Immediate Past President

Chapter Visit

- Mileage and lodging, as required, for a standard room upon approval by Finance Committee Chairman, for OSO President or her representative

Chapter Leadership Workshops

- Mileage, one-half lodging for a standard room, and meals on travel days for Area Chapter Leadership Workshop Development Team

State Leadership Workshop

- Mileage and one-half lodging for a standard room for President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor, Webmaster, and Parliamentarian
- Mileage for Committee Chairmen, Coordinators, Liaisons, and Historian

DKG International Convention and Conference

- Reimbursement to state officers, treasurer, and parliamentarian will be appropriated in the budget
- Reimbursement for travel, meals, and lodging paid by Delta Kappa Society International shall be deposited to Ohio State Organization's checking account or shall not be requested for reimbursement
- The following shall be considered for reimbursement:
 - The lesser amount between the lowest airline fare and automobile travel
 - Fee for the first piece of luggage
 - Transportation to and from the airport
 - Airport or hotel parking
 - Gratuities
 - One-half of lodging, not to exceed convention or conference room rate for a standard room, if booked as a part of the hotel block
 - Event meals or meals while attending convention or conference
 - Meals on travel days based on the location per diem rate
 - Convention registration fees
 - Travel insurance for airfare

DKG State Organization Leaders Training for Incoming President, Treasurer, Membership Chairman, Educational Excellence Chairman Training

- Expenses for the incoming: President, Treasurer, Membership Chairman, and Educational Excellence Chairman to participate in DKG State Organization Leaders Training not directly reimbursed by DKG International Travel Policy, such as: mileage to airport, airport parking, meals on travel days

Adopted by Executive Board April 6, 2024