

STATE OFFICER EXPENSE REPORTS

Allowed Expenses:

- Mileage will be reimbursed at a rate of \$0.30 per mile on authorized travel to and from location. When travel is shared with another officer, only the driver may claim reimbursement. Expense reports must include a one way MapQuest print out showing the correct mileage.
- All expense claims, except for mileage, must have an **original receipt**. This includes telephone calls, postage, copies, parking, and lodging. Tape all original receipts to an 8.5" x 11" sheet of paper and submit with your expense report. No original receipt, no reimbursement!
- Expenses other than mileage must be approved by Mrs. Eaton **prior** to purchasing.

State Conference:

- You will not need to pay the registration fee.
- Your hotel room for all nights will be paid. (Room and tax ONLY. Do not make any additional charges on your room.)
- You will receive \$25.00 in Marriott bucks for Saturday, Sunday and Monday of the state conference.

Other Information:

- Meals during the time frame of all officer meetings are paid for. Meals during your trip to and from the office meetings are on your own.
- Hotel rooms are paid for during your overnight stays for officer meetings. (Room and tax ONLY. Do not make any additional charges on your room.)
- Expenses from State Officer Orientation through December 15 are due on December 15. Expenses from December 16 through May 15 are due on May 15. No late expense reports will be accepted or reimbursed.

Instructions for Completing the Expense Report:

- Use the Excel spreadsheet labeled Expense Report on the Indiana DECA website.
- Complete the spreadsheet on the computer. There are automatic calculations for the mileage and total columns.
- Print the completed spreadsheet.
- Sign the report and get your advisor's signature.
- Mail the report, all original receipts, and MapQuest documentation for mileage to Mrs. Eaton at the address listed on the spreadsheet.

You must be up-to-date on all assignments to receive reimbursements. Any late assignments will result in NO reimbursement.