

## **New York State Organization Guidelines For Vouchers**

4/28/89 (Amended 5/5/90, 5/1/93, 4/30/94, 5/6/95, 5/20/05, 5/2/09, 4/20/13, 5/25/15, 4/27/19)

### **I. PRESIDENT AND EXECUTIVE SECRETARY**

#### **A. Meetings and Responsibilities**

Chapter Visitations

State Conventions

State Executive Board

State Areas (except own)

State Officers (State Executive Committee)

International Convention

Northeast Regional Conference

State Workshops (Conducted by International Personnel)

State Committees (All Committees within budgetary allowance)

President: Pi State BYLAWS, Article IX, Section B 2

Executive Secretary: Pi State STANDING RULES 3.31

Other:

Pre-Convention Planning

Pre-Executive Board Meeting Planning

Special Meetings of Delta Kappa Gamma

Transfer of files and materials at the end of term

#### **B. Authorized Expenses**

Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement shall not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.

Hotel: Executive Secretary: One-half (1/2) cost of double room

President: Single occupancy at the contracted rate including taxes

Meals: Up to an average of \$30 per day including tax and tip

#### **C. Expenses for International and Northeast Regional Conference**

Travel: Coach airfare (or the most economical and efficient method of transportation) plus ground transportation

Hotel: Executive Secretary: One-half (1/2) cost of double room

President: Single occupancy at the contracted rate including taxes

Meals: Up to an average of \$30 per day including tax and tip, plus Birthday Luncheon and President's Banquet

## II. VICE PRESIDENTS (2), SECRETARY, IMMEDIATE PAST PRESIDENT

### A. Meetings and Responsibilities

Chapter Visitations authorized by the President

State Conventions

State Executive Board

State Areas (except own)

State Officers (State Executive Committee)

State Workshops (Conducted by International Personnel)

\*Northeast Regional Conference (Immediate Past President only)

\*International Convention (Immediate Past President only)

### B. Authorized Expenses

Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement shall not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.

Hotel: One-half (1/2) cost of double room

Meals: Up to an average of \$30 per day including tax and tip

### C. Expenses for International and Northeast Regional Conference

1) First Vice-president, Second Vice-President, and Secretary shall be reimbursed as follows:

Travels: Coach airfare (or the most economical and efficient method of transportation) plus ground transportation

Hotel: One half the cost of a double room

Meals: Up to an average of thirty dollars (\$30) per day plus Birthday Luncheon and President's Banquet

2) Immediate Past President: Registration and President's Banquet ticket reimbursed.

## III. TREASURER AND EDITOR

### A. Meetings and Responsibilities

Chapter Visitations authorized by the President

State Conventions

State Executive Board

State Areas (except own)

State Officers (State Executive Committee)

International Convention

Northeast Regional Conference

State Committees (Finance and Audit - Treasurer;

Communications and Awards - Editor)

State Workshops (Conducted by International Personnel)

Transfer of files and materials at the end of agreement

### B. Authorized Expenses

Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement will not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.

Hotel: One-half (1/2) cost of double room

- Meals: Up to an average of \$30 per day including tax and tip
- C. Expenses for International and Northeast Regional Conference**
  - Travel: Coach airfare (or the most economical and efficient method of transportation) plus ground transportation
  - Hotel: One-half (1/2) cost of double room
  - Meals: Up to an average of \$30 per day including tax and tip plus Birthday Luncheon and President's Banquet

**IV. PARLIAMENTARIAN**

**A. Meetings and Responsibilities**

- Chapter Visitations authorized by the President
- State Conventions
- State Executive Board
- State Areas (except own)
- State Officers (State Executive Committee)
- State Workshops (Conducted by International Personnel)
- State Committees (Rules)
- Special DKG meetings at the request of the President

**B. Authorized Expenses**

- Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement will not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.
- Hotel: One-half (1/2) cost of double room
- Meals: Up to an average of \$30 per day including tax and tip

**V. PRESIDENTS OF NEW CHAPTERS**

**A. Meetings and Responsibilities**

Four meetings in the immediate two year period following organization: Three State Executive Board Meetings and one State Convention.

**B. Authorized Expenses**

- Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement will not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.
- Hotel: One-half (1/2) cost of double room
- Meals: Up to an average of \$30 per day including tax and tip.

**VI. STATE COMMITTEE CHAIRS**

**A. Meetings and Responsibilities**

(when authorized by the President in advance)

- State Conventions
- State Executive Board
- State Areas (except own)

Special Delta Kappa Gamma Meetings  
State Committee Meetings (one apart from Convention when called by Chair  
and authorized by the President)  
State Workshops (Conducted by International Personnel)

**B. Authorized Expenses**

Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement will not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.

Hotel: One-half (1/2) cost of double room

Meals: Up to an average of \$30 per day including tax and tip

**VII. STATE COMMITTEE MEMBERS**

**A. Meetings and Responsibilities**

(when authorized by the President in advance)

State Conventions

Special Delta Kappa Gamma Meetings

State Committee Meetings (one apart from Convention when called by Chair  
and authorized by the President)

State Workshops (Conducted by International Personnel)

**B. Authorized Expenses**

Travel: Thirty cents (\$0.40) per mile plus tolls within the state. If traveling by other means, reimbursement will not exceed mileage rate approved for travel by car, unless the president has given prior written approval. Written approval is to be attached to the voucher when submitted.

Hotel: One-half (1/2) cost of double room

Meals: Up to an average of \$30 per day including tax and tip

VOUCHERS FOR AUTHORIZED EXPENSES ARE AVAILABLE FROM THE STATE TREASURER AND THE STATE PRESIDENT.

IN ORDER FOR VOUCHERS TO BE FUNDED THEY MUST BE SUBMITTED WITH ALL RECEIPTS TO THE STATE PRESIDENT WITHIN SIXTY (60) DAYS FOLLOWING THE INCURRED EXPENSE UNLESS OTHERWISE APPROVED BY THE PRESIDENT.

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