



SONS OF THE AMERICAN LEGION  
DETACHMENT OFFICER EXPENSE REPORT

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

TRAVEL EXPENSES (Please list and describe):

Date	Location & Purpose	Room/Meals	Mileage	Attachments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL TRAVEL ROOM/MEALS \$ \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_ MILES x \$ \_\_\_\_\_

TELEPHONE EXPENSES (Attach a Copy of the Bill) \$ \_\_\_\_\_

POSTAGE EXPENSES \$ \_\_\_\_\_

STATIONARY & SUPPLIES \$ \_\_\_\_\_

OTHER EXPENSES (Please describe) \$ \_\_\_\_\_

TOTAL EXPENSES FOR THE MONTH \$ \_\_\_\_\_

MONTHLY EXPENSE REPORTS MUST BE SUBMITTED TO DETACHMENT ADJUTANT BY THE 10TH OF THE MONTH FOLLOWING THE EXPENSE REPORT (i.e. JANUARY REPORT DUE BY FEBRUARY 10TH).

**EXPENSE REPORTS 60 OR MORE DAYS PAST DUE WILL NOT BE REIMBURSED.**

OFFICER'S SIGNATURE: \_\_\_\_\_

Accounting use only:	
DETACHMENT APPROVAL	_____
DEPARTMENT APPROVAL	_____
Charge: Account # _____	Amount _____
Account # _____	Amount _____
Account # _____	Amount _____

## **Expense Reports**

Expense reports must be turned in each month. Allowing expenses to accumulate and then turning them in creates extra work for the Adjutant, the Department staff and causes delays in the process.

Expense reports are to be mailed to the Detachment Adjutant by the **10th** of each month (i.e. expense reports for August are due by September 10th). The original, signed expense report must reach the Adjutant by the 10th of the month in order to receive a timely reimbursement.

**Keep a copy of your expense report and supporting documentation (for your records), so that it is easily reproducible in case your expense report becomes lost.**

**DO NOT mail expense reports directly to Department Headquarters. This will not expedite your reimbursement and will only serve to delay the process. Expense reports mailed directly to Department will be forwarded to the Detachment Adjutant for review and signature prior to reimbursement. Contact the Detachment Adjutant if you have a reimbursement issue.**

### **ALL EXPENSE REPORTS SHOULD BE MAILED TO:**

**Raymond Giehl, Detachment Adjutant, 6767 W Brier Creek Dr, New Palestine, IN 46163**  
**Or electronically by E-mail: [rpgiehl@sbcglobal.net](mailto:rpgiehl@sbcglobal.net)**

ALL detachment officers and district commanders; excluding the Detachment Historian, Public Relations Director and Detachment Assistants; will be reimbursed mileage ONLY to attend the Detachment Executive Committee meetings at the Fall, Mid-Winter, Spring Conferences and the Detachment Convention. This will come from a separate account from any travel accounts.

Vice Commanders will be reimbursed for travel within your assigned districts. You will be reimbursed for travel to a district meeting of the district in which you belong only once in 2023 & once in 2024. One visit to a district outside your assigned districts will be permitted. You may also be reimbursed for other items incumbent to being a Vice Commander. This will come from an account for Vice Commanders. You will also be reimbursed for mileage expenses to attend membership drives, provided you bring membership cards. Receipts need to be turned in for everything except mileage. When your account has been exhausted, there is no more money, so use it wisely.

The Membership Chairman will be reimbursed for travel around the state and other expenses incumbent to being the Membership Chairman. This reimbursement will come an account for the Membership Chairman. Receipts need to be sent for everything except mileage. When your account has been exhausted, there is no more money, so use it wisely.

District Commanders will be reimbursed for travel within the district from which they are elected, and other expenses commensurate to being a District Commander. The funds in the account are derived from membership on record for the district. For each member turned in by the squadrons in the district, \$0.45 will be credited to your account. If your expenses are greater than the membership on record, you will be reimbursed the amount that is available. Any remaining funds owed to you from a previous expense report will be included when you turn in the next month's expense report. If you do not turn in an expense report when your account owes you money from a previous month, you will not receive your final reimbursement until the end of the fiscal year in July. There is no way to predict how many members your district will have at the end of the year, so there is no guarantee that you will be reimbursed for all expenses turned in, but you will receive all reimbursements that your account will allow. The more members the squadrons in your district acquire and turn in, the more your account grows. For this reason, you should to do everything you can to get membership turned in. **Receipts need to be turned in for everything except mileage.**

Dates and locations of meetings may be verified for accuracy when expense reports are turned in to the Detachment Adjutant for reimbursement.