



**KNIGHTS OF COLUMBUS  
Illinois State Council  
EXPENSE REPORT  
ALL POSITIONS**

**EXPENSE RULES**

Covered Expenses	Non-Covered Expenses
<ul style="list-style-type: none"> <li>• Travel @ \$.30 per mile for approved business</li> </ul>	<ul style="list-style-type: none"> <li>• Activities such as honors nights or chapter meetings within one's own diocese.</li> </ul>
<ul style="list-style-type: none"> <li>• Meals for activities within the scope of your assigned area of responsibility;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Attending one's own council meetings.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Lunch capped at \$15 for any given day;</li> </ul>	<ul style="list-style-type: none"> <li>• Meals for your wife outside of the State Deputy Banquet or Ladies luncheon for organizational meetings.</li> </ul>
<ul style="list-style-type: none"> <li>• Dinner capped at \$25 for any given day.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No state convention expenses are covered.</b></li> </ul>
<ul style="list-style-type: none"> <li>• NOTE: State Deputy Banquet is covered in full for both you and your wife. Also, the cost of the ladies luncheon ticket is covered.</li> </ul>	<ul style="list-style-type: none"> <li>• Hotel expenses not previously approved by the State Deputy.</li> </ul>
<ul style="list-style-type: none"> <li>• Meals for your wife for social events held outside of your home diocese such as attending another Diocese's honors night.</li> </ul>	<p style="text-align: center;">No reimbursement for attendance at Assembly Functions are allowed</p>
<ul style="list-style-type: none"> <li>• Phone charges (with receipts of phone bills)</li> </ul>	
<ul style="list-style-type: none"> <li>• Postage (within reason)</li> </ul>	
<ul style="list-style-type: none"> <li>• Two nights lodging for the Installation and mid-year meeting providing you are attending both days' events.</li> </ul>	

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