

**DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
WISCONSIN STATE ORGANIZATION**

Member Expense Voucher  
For the year 2023-2024

See reimbursement policies on reverse side

Wisconsin State Organization  
Sandra Ruesink  
2425 W. Brantwood Ave.  
Glendale, WI 53209

**TRAVEL AND EXPENSE REIMBURSEMENT POLICIES**

**RETURN FORM to President of Wisconsin State for signature.**

Make check payable: \_\_\_\_\_

Name \_\_\_\_\_ Office \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Meeting attended: \_\_\_\_\_

Location: \_\_\_\_\_

Mileage: **\$0.25** X \_\_\_\_\_ miles round trip \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**I CERTIFY THE ABOVE EXPENSES WERE INCURRED FOR  
LEGITIMATE SOCIETY BUSINESS.**

\_\_\_\_\_  
Member's Signature Sigma State Approval

**Donation to Sigma State Foundation**

If you desire, all or a portion of your expense reimbursement may be given as a donation to the Sigma State Foundation for educational and charitable purposes. A copy of this form will be returned to you and serves as your receipt for income tax purposes.

\_\_\_\_\_ Endowment Amount \$ \_\_\_\_\_

\_\_\_\_\_ General Need

\_\_\_\_\_ Literacy Signature \_\_\_\_\_

\_\_\_\_\_ Action Grants

For Office Use Only Voucher No. \_\_\_\_\_ Check No. \_\_\_\_\_

Date: \_\_\_\_\_ Invoice Sigma State Foundation? Y N

**All expense vouchers shall be signed by the president (or chair of the finance committee) before payment is made by the treasurer.**

The mileage reimbursement rate for July 1, 2023– June 30, 2024 is \$0.25 per mile.

An amount of \$100.00 shall be allowed to supplement the expenses of the president of each new chapter if she attends an international convention or regional conference within a four-year period from the date of the organization of the chapter. This is a one-time stipend.

All state officers shall be reimbursed for mileage for all Wisconsin State Executive Board meetings.

All expenses of the training team for Leadership Development Training sessions shall be paid by the state.

Chairmen of state committees shall be expected to attend meetings of the Wisconsin State Executive Board and will be reimbursed for mileage.

State committees shall meet at least once a year. Mileage shall be paid by the state.

**All requests for reimbursement shall be made no later than 30 days after any meeting.**

Regional council meeting reimbursement shall not exceed \$150.00 for speaker, room rental and program costs and \$15 for guest luncheons. The state representative will submit her expenses for her own mileage and meals.

Chapters shall be responsible for the meals and, if necessary, lodging of the state president when she visits the chapter.

**Except for automobile travel, receipts MUST accompany requests for reimbursement.**

Presenters at DKG regional and/or international conventions may request a \$100.00 stipend toward expenses.

**Please cash your reimbursement checks promptly.**

Form revised 7/1/2023