



Grand Council Royal & Select Masters of Iowa

REIMBURSEMENT REQUEST

Pay to: _____ Title _____
 Address: _____ City, St, Zip _____

OVERNIGHT LODGING

Lodging reimbursement will be paid for out-of-state travel when representing the Grand Master of the Grand Council at his request. Attach a copy of the hotel/motel bill.

_____ nights lodging at \$ _____ per night= \$ _____ \$0.00

In-state lodging will be reimbursed when representing the MIGM at his request.

MILEAGE

Mileage is paid at the rate of .21 per mile both ways for out-of-state travel, when representing the MIGM at his request; and/or in-state travel when traveling at the request of the MIGM, or when representing him.

Traveling from _____ to _____
 for the purpose of _____
 for a total roundtrip mileage of _____ x \$0.21/mi.= _____ \$0.00

REGISTRATION & MEALS

Meals will be reimbursed when traveling out-of-state, representing the MIGM at his request; and/or when traveling in-state at the request of the MIGM, or when representing him. Please attach receipts.

Total registration and meals requesting reimbursement for: _____

POSTAGE

You may request reimbursement for postage to organize a district meeting. Please attach receipts.

Total postage requesting reimbursement for: _____

In order to receive reimbursement, this form must be submitted to the Grand Master of the Grand Council within four weeks of the event.

Reimbursement will be from the Grand Officers' expense account, upon approval of the Grand Master of the Grand Council.

<u>EXPENSE SUMMARY</u>	
Lodging:	\$0.00
Mileage:	\$0.00
Registration & Meals:	\$0.00
Postage:	\$0.00
Total:	\$0.00

Submit completed form to the Grand Master and the Grand Recorder. Don't forget to attach receipts.