

DEPARTMENT OF KANSAS
Sons of Union Veterans of the Civil War

REQUEST FOR REIMBURSEMENT OF EXPENSES
(KS Form 1)

Date:

Pay To:

Description	Qty	Amount	Acct
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TOTAL

I certify these expenses were for materials, supplies, or other necessary expenses for the proper conduct of the business of the Department of Kansas.

_____ Signature	_____ Date
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AUTHORIZATION FOR PAYMENT (NOT BUDGETED OR OVER \$50.00)

If authorization by Department Commander is not required, indicate reason:

\$50 or less Budgeted Item Council Minutes Encampment Proceedings

Reviewed and submitted for payment.

_____ Department Commander Signature	_____ Date
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PAYMENT OF FUNDS

Payment Information:

Check No. _____ Date _____
Department Treasurer Signature

REQUEST FOR REIMBURSEMENT OF EXPENSES

(KS Form 1)

INSTRUCTIONS

PURPOSE: This form is used by Department Officers to request reimbursement of expenses necessary for the performance of their duties.

SUBMITTING FORM: The requesting officer MUST submit copies of receipts for the expenses which are claimed on the form.

INSTRUCTIONS (REQUESTOR):

Date: Enter the date you are completing the form.

Pay to: Enter your name and mailing address.

Details: Enter a brief description of the item, along with the vendor, the quantity, total amount for the item, and the account (budget code-see below) for each receipt. You may require more than one line per item/receipt.

Total: Form will automatically calculate the total amount.

Signature and date: Sign the form electronically. The date will be filled out using the date you entered at the top of the form.

DEPARTMENT COMMANDER AUTHORIZATION: The Department Commander must sign and date the form if the expenditure was not a budget item, approved in Administrative Council Minutes, or approved by a Department Encampment. If commander approval is not required, check the button showing reason.

PAYMENT OF FUNDS: The Department Treasurer will complete, date, and sign this area when payment has been made.

Account (Budget Code)

EXPENSES

100-National Expenses

- 101-National Per Capita
- 102-National Application Fee
- 103-National Reinstatement Fee
- 104-National Charter Fee
- 105-National Quartermaster
- 106-National Encampment

110-Department General Expenses

- 111-Web Hosting
- 112-Software Licenses

120-Department Officer Expenses

- 121-Postage, Secretary
- 122-Postage, General
- 123-Eagle Scout Cert Coordinator

130-Department Encampment Expenses

- 131-Dept Encampment Facility
- 132-Dept Encampment Supplies
- 133-Dept Encampment Printing
- 134-Dept Encampment Representative
- 135-Dept Encampment Other

140-Unbudgetted Expenses

- 141-Camp Refund
- 199-Unbudgetted Expense