Order Sons of Italy in America
Grand Lodge of California
5051 Mission Street
San Francisco, CA 94112
Tel (415) 586-1316
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Per-Diem & Travel

Expense Report Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Meeting Attended at: _____

Date of Meeting: _____

Meeting Description: _____

Overnight per-diem (authorized _____ nights @ $100.00) $ $0.00

Non-Overnight per-diem (authorized _____ days @ $40.00) $ $0.00

Convention Package If Applicable $ $0.00

Transportation Expenses:
(Airfare or Mileage, whichever is lowest)

1. Airfare $ _____
   (Copy of ticket required. Lowest fare applies)
2. Mileage (Roundtrip @ $0.26 per mile) _____ $ $0.00
   (Copy from mapquest required)

Tolls, Shuttles, & Taxis If Approved (Attach Receipts) $ _____

Grand Total $ $0.00

Signature: _____ Accounting Code: _____

Date: _____ Approved By: _____

Office Held: _____ Date: _____

See reverse side for the applicable By-laws regulating the filing of this form.
Amounts not permitted will be corrected prior to payment so as not to delay process.

Order Sons of Italy in America - Grand Lodge of California

By-Laws Applicable to Reimbursement of Travel Expenses

Article 32 - (State Officers)

e. State Officers participating at meetings of the Grand Council, whether salaried or not, have the right to be reimbursed for travel expense and to the per diem corresponding to that allowed to State Delegates. (Ref. Art 163)

f. Reimbursement of travel expense and per diem, as stipulated, is also granted to State Officers requested to visit lodges away from their place of residence and to Past State Presidents when attending Grand Conventions.

Article 163 - (State Delegates)

The lodge shall advance to its State Delegates the sum of twenty-six (26) cents per mile for each direction of travel or lowest coach fare of air transportation, whichever is lowest, and the payment of $100.00 per diem per day for overnight stays, and the payment of $40.00 per diem when there is no overnight requirement.

The State Delegate or Alternate who is absent from one or more sessions of the Convention, and that absence is not excused by the Grand Lodge shall lose their rights as State Delegate or Alternate and will not be reimbursed for traveling expenses and the per diem for all the days of Convention.

Article 316 - (National Delegates)

The daily allowance to be allotted to National Delegates shall not exceed the sums allowed for per diem per day established in Article 163, and in addition, they shall be allotted travel expenses to and from the meeting place of the National Convention.

Article 318 - (All eligible individuals)

The daily allowance must be made for the actual days spent in the fulfillment of their duties, including those expenses incurred in traveling to and from their habitual residence to the locality in which their duties are to be transacted.

Article 319 - (State Deputies)

The State Deputies are entitled to reimbursement for expenses incurred by them in the execution of their duties of office.

Article 320 - (Payor & Exclusions)

Daily allowances and reimbursements of traveling expenses must be paid by:
a. Local lodges for its State Delegates;
b. The Grand Lodge for its officers, members of its Commissions, Committees, National Delegates, State Arbitrators, and State Deputies;
c. No daily allowance shall be paid to members of Commissions and Committees of the Grand Lodge who reside within 50 miles of the site at which the meetings of the Commissions or Committees are held.

Article 321 - (Allowed days)

The State and National Delegates are entitled to daily allowance only for those days in which they actually participated in the business of the State or National Convention and for the days of travel, but they shall lose this allowance, as well as that for reimbursement of travel expenses, if they fail to take part in any of the sessions of the State or National Convention without justifiable reasons.