

## DISTRICT FIVE LEADERSHIP WORKSHOPS 2019 - 2020 EXPENSE REPORT SHEET

Please complete and return to:

MIKE PALECEK  
DISTRICT FIVE SoF<sup>n</sup> TREASURER  
5747 SANDY LANE  
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- 1) Date of workshop: \_\_\_\_\_
- 2) Location of workshop: \_\_\_\_\_
- 3) Number of attendees: \_\_\_\_\_
- 4) Lodges represented, list lodge name and number:

Lodge Name	Lodge Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Please attach a copy of the meeting agenda if available.**

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### ALLOWABLE EXPENSES FOR PRESENTER AND MEETING

- |   |                 |
|---|-----------------|
| 1) Printing for mailing letters, envelopes.               | \$ ____.        |
| 2) Postage.   | \$ ____.        |
| 3) Mileage.   | \$ ____.        |
| 4) Meals.   | \$ ____.        |
| 5) Lodging.   | \$ ____.        |
| 6) Other office supplies; flip chart paper, markers, etc. | \$ ____.        |
| 7) Meeting place (hall) rental.                           | \$ ____.        |
| 8) Leadership meeting luncheon.                           | \$ ____.        |
| <b>TOTAL</b>  | <b>\$ ____.</b> |

I will need to know who to make the check out for the meeting hall and luncheon (**up to \$8.00 per person**). District Five will pay these two items directly if you choose or Directors may include on their expense reimbursement form. Please provide receipts for your individual expenses and luncheon expenses.