



## Branch Claims to State:

SIR Branch members should submit their claim forms to the Big Sir or if unavailable, the Little Sir before sending the Claim to [Form15Recipient@sirinc.org](mailto:Form15Recipient@sirinc.org)

**UNSIGNED EXPENSE VOUCHERS WILL NOT BE ACCEPTED FOR PAYMENT**

### 1. State Expense of Area Representatives, State Officers, Charirman, etc.

State-related expenses of Area Representatives, State Officers, Chairman, etc. must be submitted on Form 15. Expense claims should be submitted within 30 days of incurring the expense. Any expenses not yet claimed at December 1 should be submitted to allow the financial records to be correct at year-end.

Check the box (State Board or Branch) that is appropriate for the expense voucher. If you are an Area Representative, note your Area Number in the "Enter #" box.

#### Claimable State/Branch Expenses Receipts not required for.

- **Mileage, Tolls and Authorized Branch Luncheons (see note below) do not require receipts.**
  - **Branch Luncheons:** When a Branch invites you as an Area Representative (AR) or other SIR Officer to a luncheon or other SIR function, **the branch is responsible to pay**; this includes the spouse or significant other if they are invited. However, SIR State will reimburse an AR or any other SIR Officer **when you invite yourself** for official business to a Branch luncheon or other Branch function and the Branch does not offer to provide the meal. The amount paid for your spouse or significant other is not reimbursable.
  - **Mileage:** Personal motor vehicle usage at the reimbursable rate shown on Form 15,

#### Receipts are required for all other expenses as noted below.

- **Postage:** Mailing and other delivery charges.
- **Supplies:** Printer paper, ink cartridges, envelopes, blank labels, etc.
- **Meetings:** Coffee, soda, light refreshments, and pastries are recommended and are reimbursable. However, meals beyond light refreshments are to be paid for by attendees. Meeting room rental fees When a free meeting room is not available prior approval of the Vice President is required and a receipt for the expense from the establishment.
- **Over-Night Travel**
  - **Lodging:** Trips exceeding 2½ hours driving time each way and a meeting duration of 5+ hours or early morning meetings requiring night driving, you may elect to stay overnight. If you elect to stay overnight, check [Hotels.Com](https://www.hotels.com) for the price of the least expensive local, 3-star rated, single occupancy hotel or motel around your destination. It's likely to be a Motel 6 or a La Quinta Inn. This sets the base rate (room rate plus taxes & fees) that is reimbursable. You can stay anywhere you want, however, you will be reimbursed only up to the base rate without an acceptable explanation.
  - **.Meals:** Guidelines for all meals when an overnight stay is necessary are: Breakfast \$15; Lunch \$20; and Dinner \$25 with receipts for cost including gratuity. Alcoholic beverages are not reimbursable. The State Vice President's approval is required if these amounts are exceeded.

#### Non-Claimable Expenses include:

- Attendance at own Branch meetings or other functions.
- Meals for spouses.
- Set-up or printing of personalized stationery.
- Computer hardware, software or supplies unless pre-authorized by the Vice President.

### 2. Branch Expenses of Branch Officers, Directors, Chairman, etc

Reimbursement of Branch-related expenses of Branch Officers, Directors, Chairman, etc., may be submitted to the Branch Treasurer on Form 15 or any locally produced form developed and approved by the BEC and submitted per the instructions on page 1. We recommend that expense reimbursement policy for purely Branch business be consistent with the SIR policy as detailed in Procedure 12. However, each branch may set its own policy by regulation.