

THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF WYOMING

DISTRICT PRESIDENT EXPENSE SHEET

DISTRICT _____

YEAR _____

DISTRICT PRESIDENT _____

RECEIPTS NECESSARY FOR ALL REIMBURSEMENT FROM DEPARTMENT

Traveled to _____ Units No reimbursement if Unit doesn't sign visitation form

TRAVEL to Units and meetings – ATTACH GAS RECEIPTS include function:

Unit visitations _____

Fall Workshop _____

Mid Winter _____

Convention – one way _____

Motels – ATTACH RECEIPTS:

Function: _____

Function: _____

Function: _____

Meals – ATTACH RECEIPTS: _____

EXPENSES to \$250.00 _____

REPORT DUE IN DEPARTMENT OFFICE NO LATER THAN JUNE 1st of current year

COMPLETED **DISTRICT PRESIDENT NOTEBOOK** is due at DEPARTMENT CONVENTION. IF YOU ARE NOT ATTENDING and are not DISTRICT PRESIDENT NEXT YEAR, make arrangements or mail to the Department Office NO LATER than JUNE 10th of current year

THE AMERICAN LEGION AUXILIARY
DEPARTMENT OF WYOMING

DISTRICT UNIT VISITATION SHEET

DISTRICT _____

YEAR _____

UNIT NAME AND NUMBER _____

Date _____

Number of Members Present _____

Summary of Meeting:

Unit Concerns (if any):

District President's Concerns (if any):

Please check the appropriate ones:

_____ Parliamentary Procedure used

_____ Finance Report given

_____ New Members and Guests were introduced

_____ Membership current to Department

Signature of Unit Representative

District President