

The Order of the Daughter of the King® in the Episcopal Diocese of Texas

Disbursement Policies

DIOCESAN FUNDS, DELEGATES AND OFFICERS EXPENSES

Chalice and Patens: This is a ministry of the Order in the Episcopal Diocese of Texas. At the written request of the Bishop of the Episcopal Diocese of Texas a chalice and paten may be given to a new mission or missionaries. These Holy Communion Vessels shall be purchased from the general operating fund and shall be deemed a gift from The Order of the Daughters of the King® in the Diocese of Texas.

Request for Funds: All requests for funds by charitable groups or missionaries shall be made in writing to be received by the Treasurer by December 1 of each year to be considered for the next calendar year.

Triennial Expenses: The Treasurer shall reimburse travel, registration, food and hotel expenses for the National Triennial Retreat to the incoming President who shall be the delegate, the presiding President who shall be the alternate and the Chaplain. No other reimbursements will be made without the full approval of the Executive Board.

Diocesan Officer Expenses for Assembly Meetings and Work of the Order:

- A. **PRESIDENT:** Expenses of the President shall be met to attend Assembly and Board meetings. Travel expenses incurred in the execution of the duties of the Order shall be calculated by the mileage allowance of the IRS and reimbursed upon the presentation of itemized statements and receipts, noting the purpose for which she traveled, to the Treasurer.
- B. **VICE PRESIDENT:** Expenses incurred for car travel to and from Assembly and Board meetings shall be calculated by the mileage allowance of the IRS and reimbursed upon the presentation of itemized statements and receipts to the Treasurer. One night's lodging to attend said Assembly and Board meetings shall be reimbursed upon presentation of a receipt or statement to the Treasurer. Travel expenses incurred in the execution of the duties of the Order as assigned by the President shall be paid upon presentation of an itemized statement and receipts, noting the purpose for which she traveled, to the President.
- C. **SECRETARY, TREASURER, CHAPLAIN AND ADVISOR:** Expenses incurred for car travel to and from Assembly and Board meetings shall be calculated by the mileage allowance of the IRS and reimbursed upon the presentation of itemized statements and receipts to the Treasurer. One night's lodging to attend said Assembly and Board meetings shall be reimbursed upon presentation of an itemized receipt or statement to the President.

Annual Board Retreat: The housing expense for the spring retreat of the Diocesan Board shall be borne by the Diocesan treasury of the Order.

Officers, Chairs and Chaplain Operating Expenses: All expenditures must be approved in advance by the President. Expenditures for stamps, stationery and other incidental expenses required for official duties of the office shall be reimbursed upon the presentation of itemized statements and receipts to the President for approval. The treasury of the Order shall bear the cost of postage for the mailing of the *ANGELUS*.

Disbursements: The Treasurer shall disburse funds upon approval of the President.