**Expense Report Guidelines**

Upon receipt of the [GFO Expense Report Form](http://beta.org/wp-content/uploads/2016/06/Volunteer-Expense-Report-2017-.xlsx), the General Fraternity will reimburse General Fraternity Officers (GFOs) for reasonable expenses incurred while conducting business on the Fraternity's behalf.

Expense reports must be submitted within thirty (30) days after the month the expense was incurred. The reimbursable amount of any expense submitted after this deadline will be considered a contribution to the Beta Theta Pi Foundation and the individual's giving record will be noted accordingly.

Reimbursements will be made for transportation, meals, lodging, postage and other approved miscellaneous expenditures. When performing General Fraternity business, GFOs are required to use the most cost-effective means to obtain desired results. The following guidelines shall apply.

* GFOs shall travel at the lowest available fare or coach rate for air transportation unless prior approval has been obtained from the Director of Chapter Operations. Tickets may be upgraded at a personal cost to the GFO.
* Stopovers for personal reasons are not reimbursable.
* The General Fraternity is not able to reimburse meals for chapter members purchased by GFOs.
* Receipts must accompany all expense reports.
* The Director of Chapter Operations must approve any travel outside a GFO’s assigned district/region in order to receive reimbursement.
* Beta Theta Pi prohibits use of Fraternity funds for the purchase of alcoholic beverages. Therefore, alcohol is not a reimbursable expense.
* Mileage is reimbursable at the rate of $0.40 per mile.
* The General Fraternity will only pay for expenses incurred by individuals specifically authorized to travel on General Fraternity business. When sharing rooms with individuals not on Fraternity business, expenses may be submitted for single room rates only.

Policies for Leadership Development programs can be found at the below links:

* [Chapter Presidents Leadership Academy](http://beta.org/programs/presidents-academy/)
* [Convention](http://beta.org/programs/general-convention/)
* [Leadership Summit](http://beta.org/programs/leadership-summit/)
* [Keystone](http://beta.org/programs/keystone-conference/)
* [Wooden](http://beta.org/programs/wooden-institute/)