



From: Dennis Peterson  
Tennessee District Director  
To: Tennessee District Staff  
Subject: Expense Policy

1. This information is to be kept confidential and should not be discussed outside of the current Tennessee District Team.
2. This policy pertains to the Tennessee District Team and the cost of doing business. We all know that our budget is going to be tight and it will most likely be getting tighter with the downsizing of Spring Fling and all Rallies. That does not mean that you as a volunteer should have to foot the bill for District business. We do need to work together to plan events that are most cost effective.
3. Registration for Conventions: For those attending district conventions, TN District will pay the registration fee. District will pay only the registration cost not any of the extras like master's luncheon, shirts and other like items. In order to be reimbursed for convention registration cost you must get preapproval from the District Director.
4. Wing Ding registration will be reimbursed with preapproval from the District Director.
5. Lodging at District Conventions: District will pay for up to two days lodging at District Conventions. District will pay up to the rate of the host hotel no matter where you stay. With preapproval from the District Director.
6. Lodging at Wing Ding: District will pay for up to four days of lodging at Wing Ding. District will pay up to \$100.00 per night for Wing Ding lodging. With preapproval from the District Director.
7. Other expense: Expenses for postage, miscellaneous office supplies and phone calls associated with your GWRRRA duties will be reimbursed. Any large amount over \$50.00 must be preapproved.
8. All requests for reimbursements must be made using the Expense Report Form (attached). All receipts must accompany the request or the reimbursement will not be approved. Please submit all requests in a timely manner (not more than thirty days)

All requests for reimbursement must be sent to the Tennessee District Director and a copy to the District Treasurer. They can be sent by e-mail, US Post or hand carried to the following:

Dennis & Jan Peterson  
TN District Directors  
565 Pond Apple Road  
Clarksville TN 37043  
[gwrratn.dd@gmail.com](mailto:gwrratn.dd@gmail.com)  
931-302-5283

Bob Mack  
District Treasurer  
1470 River Road  
Kingston TN 37763  
[thunderchief452@yahoo.com](mailto:thunderchief452@yahoo.com)  
865-376-5090