

4. For each succeeding trip, follow the process above to enter the trip information.

You may also wait until the end of the quarter and enter all information at the same time, but it is less daunting if you do the work after each trip. Be sure to save the receipts for each trip after you enter the form data.

5. Once you have completed entering all of the data for the quarter, you can electronically sign the form. If your form is already open, it would be an excellent idea to save your form before you begin the electronic signature process. **ONCE YOU HAVE ELECTRONICALLY SIGNED THE FORM, YOU WILL NOT BE ABLE TO MAKE ANY FURTHER CHANGES TO THE SIGNED FORM!**

a. Open up your file with the quarter’s travel entries and note the location of the Acrobat Sign tool.

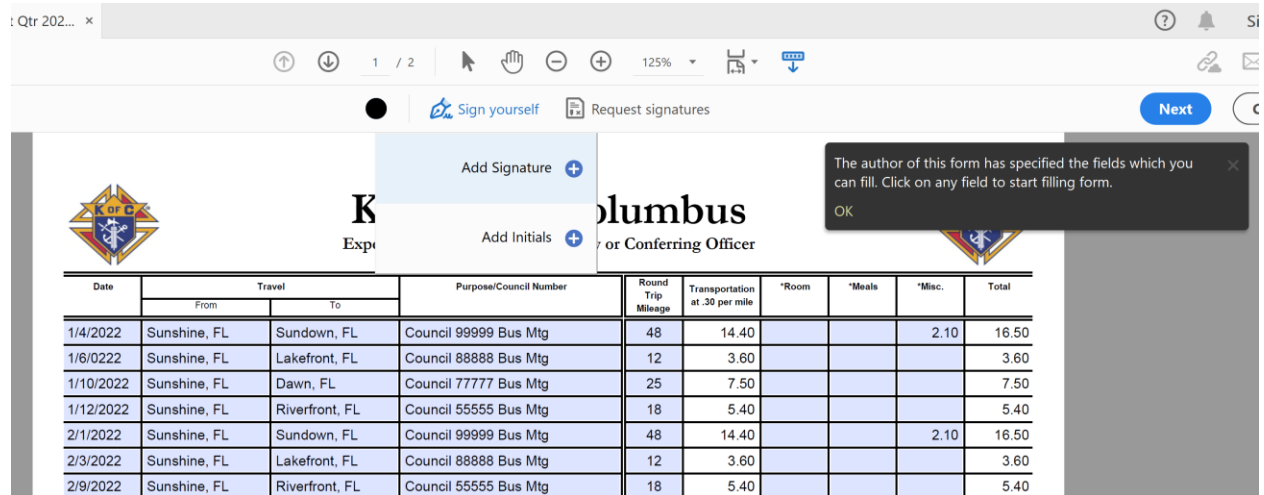
Adobe Acrobat Reader DC (32-bit)
Window Help
DD_99_1st Qtr 202... x

125%

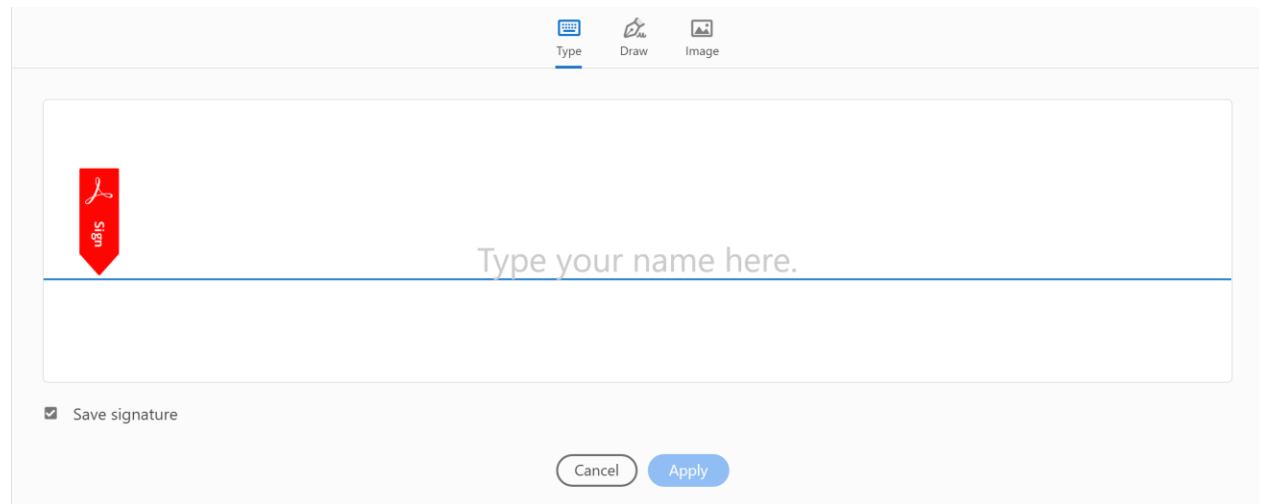
Knights of Columbus
Expense Account of District Deputy or Conferring Officer

Date	Travel		Purpose/Council Number	Round Trip Mileage	Transportation at .30 per mile	*Room	*Meals	*Misc.	Total
	From	To							
1/4/2022	Sunshine, FL	Sundown, FL	Council 99999 Bus Mtg	48	14.40			2.10	16.50
1/6/0222	Sunshine, FL	Lakefront, FL	Council 88888 Bus Mtg	12	3.60				3.60
1/10/2022	Sunshine, FL	Dawn, FL	Council 77777 Bus Mtg	25	7.50				7.50
1/12/2022	Sunshine, FL	Riverfront, FL	Council 55555 Bus Mtg	18	5.40				5.40
2/1/2022	Sunshine, FL	Sundown, FL	Council 99999 Bus Mtg	48	14.40			2.10	16.50
2/3/2022	Sunshine, FL	Lakefront, FL	Council 88888 Bus Mtg	12	3.60				3.60
2/9/2022	Sunshine, FL	Riverfront, FL	Council 55555 Bus Mtg	18	5.40				5.40
2/14/2022	Sunshine, FL	Dawn, FL	Council 77777 Bus Mtg	25	7.50				7.50
3/1/2022	Sunshine, FL	Sundown, FL	Council 99999 Bus Mtg	48	14.40			2.10	16.50
3/3/2022	Sunshine, FL	Lakefront, FL	Council 88888 Bus Mtg	12	3.60				3.60
3/9/2022	Sunshine, FL	Riverfront, FL	Council 55555 Bus Mtg	18	5.40				5.40
3/14/2022	Sunshine, FL	Dawn, FL	Council 77777 Bus Mtg	25	7.50				7.50

b. Click the Sign Tool. (You will probably get a message in a black box—just ignore it.) Then click “Add Signature”. (If the “Add Signature does not appear, click “Sign yourself. **NOTE:** If you already have a saved signature, you can use that—these instructions assume you do not already have a saved signature.



c. After clicking “Add Signature”, you will get the following screen:




There are three ways to add a signature, as indicated by the symbols at the top:

- (1) Type a signature. This is the most common option.
- (2) Draw your own signature.
- (3) Use an image file that has your signature.

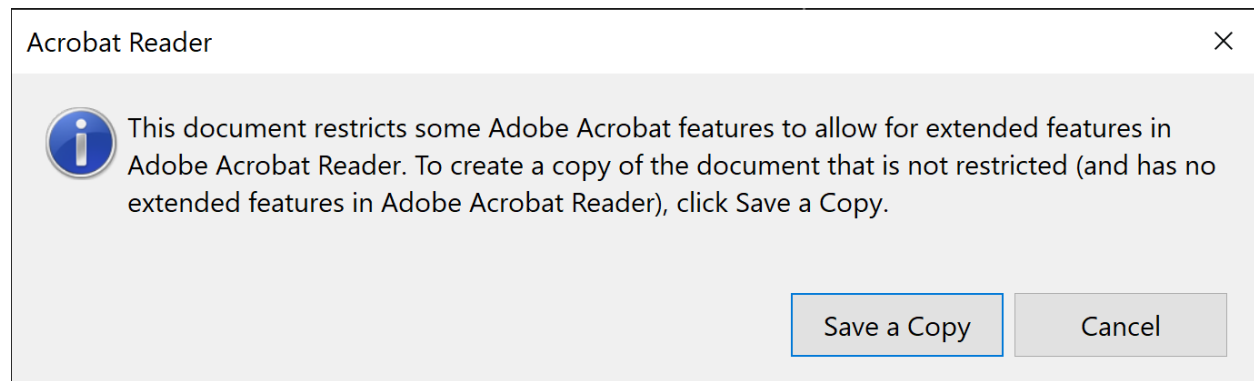
For method (1), simply type your name. When you are done, you may choose the font style. Method (2) uses your input device (a mouse or an electronic pen) to draw your signature. For method (3), upload the image of your signature from a file on your computer when prompted.

f. Click outside the box to finalize the signature.

		TOTALS	92.70	0.00	0.00	0.00	0.00
*Receipts are required for all items		I hereby certify the foregoing to be a true and correct statement of expenses incurred by me.					
Approved by _____		 Signature John Doe Name 4357 Main St Street Sunshine FL 33333 City State/Prov. Zip/Postal Code					
(State Deputy)							

(Date)							

g. Now it is time to save the signed document. Once you have signed the form, Acrobat Reader will not allow you to save it to the same filename. So, when you try to Save, you will get the following dialog box:



You must click Save a Copy to save your signed document to a new file (such as DD99_1st Qtr 2022 signed.pdf).

Once you have saved the new file with the signature, you will be returned to the original form. Since you cannot save the form to the original filename, you must exit the form without saving. This means that the original file will be the form without the signature.

If you then open up your signed form—the one you saved as a new file, which in this example, is DD99_1st Qtr 2022 signed.pdf—you will note that you can no longer edit the file (see example on the next page—the blue highlighting of the data on the form has disappeared.) This is the file to send to the State Secretary for submission.

Receipts. As noted previously, receipts must be submitted for every expense except mileage. That means receipts for tolls are required. **Receipts must be submitted as pdf files, not as image files.** Preferably, all receipts should be consolidated into a single pdf file. The receipt pdf file should be separate from the Form 267DD pdf file.

Special Instructions for Organizational and Mid-Year Meetings (NOT STATE CONVENTIONS!)

For the Organizational and Mid-Year Meetings, DDs are authorized to expense the following:

- a. Round trip mileage and tolls;
- b. One or two nights for hotel, depending on authorization received by the State Deputy from Supreme;
- c. Up to two meals per day;
- d. Parking, if free parking at the hotel is not available; and
- d. One or two days of spouse per diem at \$35 per day.

ALL OF THESE EXPENSES EXCEPT THE SPOUSE PER DIEM CAN BE PUT ON A SINGLE LINE IN Form 267DD!! Most of us are used to business trip expense reports with multiple line items indicating specific expenses, with one expense report submitted for each trip. However, the Supreme Form 267DD is designed to report multiple trips on a single form, with each line on the form constituting a single trip. So, instead of reporting mileage on one line, meals on another line, etc., you should report all expenses for each meeting on a single line! The exception is the Spouse per diem, as this is technically a spouse expense, and there is a need to separate this from your expenses.

You must submit the expense for the Organizational or Mid-Year meeting on a Form 267DD separate from your other trip expenses. We submit the DD expense reports for these meetings in bulk, and so we need to have these forms clear of other expenses.

Here is an example for a DD attending the 2022 Organizational Meeting:

- (1) Round Trip Mileage of 100 miles. This would be entered in the Round Trip Mileage column.
- (2) Hotel for two nights at \$124.75 per night. (This would include the room and taxes, but would NOT include meals or other expenses charged to the room.) Then \$249.50 would be entered in Room column. Receipt is required.
- (3) Expenses for two meals per day for two days: \$19.79, \$21.32, \$25.10, \$15.32. These expenses are for your meals only; **you cannot include your wife's meal expenses, and you cannot expense "group" meals.** The total for these meals is \$81.53, which would be entered in the Meals column. Receipts for each meal are required, and each receipt must have a date.
- (4) There are three types of Miscellaneous expenses, which will be entered under the Misc column.
 - (a) Parking. Example: \$10.35 per night for two nights is \$20.70. Receipt is required.
 - (b) Tolls. Example: Round Trip tolls are \$3.75. Receipts are required.
 - (c) Spouse per diem. This item (\$70) is entered as a separate line under the Misc column. No receipt required.

In this case, the total for the Misc column on the first line is \$24.45, and for the second line it is \$35.

A completed form with the above expenses is shown below:



Knights of Columbus

Expense Account of District Deputy or Conferring Officer



Date	Travel		Purpose/Council Number	Round Trip Mileage	Transportation at .30 per mile	*Room	*Meals	*Misc.	Total
	From	To							
7/15/2022	Sunshine, FL	Kissimmee, FL	2022 Organizational Meeting Jul 15-16	186	55.80	249.50	81.53	24.45	411.28
7/15/2022			DD Spouse Per Diem					70.00	70.00