



Knights of Columbus Florida State Council

Electronic Submission Process of Form 267DD





- > Requires you to install Acrobat Reader DC (FREE)
- Form 267DD is a pdf-fillable form
- Download the basic form from Supreme and store on your computer (suggest creating a folder)

https://www.kofc.org/en/forms/state/DD Miles.pdf





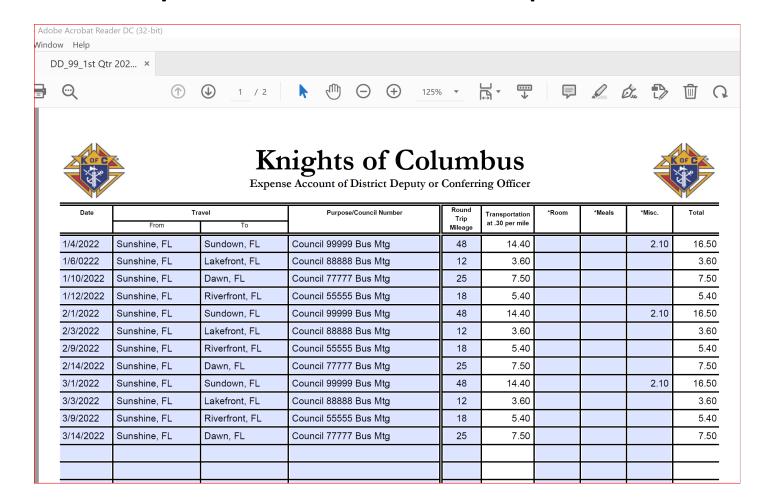
Fill out the bottom part of the form with your information Save this file as your template

Approved by (State Deputy) (State Deputy) (Date) Signature John Doe Name 4357 Main St Street Sunshine FL 3													
Approved by Signature John Doe (State Deputy) Name 4357 Main St Street Sunshine FL 3 City State/Prov. Zip/Post					TOTALS	0.00	0.00	0.00	0.00	0.00			
(State Deputy) (State Deputy) (State Deputy) (Date) Approved by Inches Inc	*Red	ceipts are re	quired for all ite	ms	I hereby certify the foregoing to be a true and correct statement of expenses incurred by me.								
(Date) 4357 Main St Street Sunshine FL 3 City State/Prov. Zip/Post	Approved by												
(Date) Sunshine FL 3 City State/Prov. Zip/Post													
City State/Prov. Zip/Post					Street								
		(Da	ate)		Sunsh	nine		FL		33333			
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Membership Number District Numb				Membership Number District Number									





Use this form for all your travel-related expenses for the Quarter







Sample of electronically signed expense form



Knights of Columbus

Expense Account of District Deputy or Conferring Officer

Date	Travel		Purpose/Council Number	Round	Transportation	*Room	*Meals	*Misc.	Total
	From	To		Mileage	at .30 per mile				
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		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		Council 55555 Bus Mtg	18	5.40				5.40
2/14/2022	Sunshine, 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		Council 55555 Bus Mtg	18	5.40				5.40
3/14/2022	Sunshine, FL		Council 77777 Bus Mtg	25	7.50				7.50



Knights of Columbus



Date		Travel	Purpose/Council Number	Round Trip	Transportation	'Room	'Meals	'Misc.	Total
	From	То		Mileage	at .30 per mile				
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		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				3.6
2/9/2022	Sunshine, FL		Council 55555 Bus Mtg	18	5.40				5.4
2/14/2022	Sunshine, FL		Council 77777 Bus Mtg	25	7.50				7.5
3/1/2022	Sunshine, FL	Sundown, FL	Council 99999 Bus Mtg	48	14.40			2.10	16.5
3/3/2022	Sunshine, FL	Lakefront, FL	Council 88888 Bus Mtg	12	3.60				3.6
3/9/2022	Sunshine, FL		Council 55555 Bus Mtg	18	5.40				5.4
3/14/2022	Sunshine, FL		Council 77777 Bus Mtg	25	7.50				7.5
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				TOTALS	92.70	0.00	0.00	6.30	99.0

				TC	DTALS	92.70	0.00	0.00	6.30	99.0
	*Receipts are re	quired for all ite	ms			tify the fore f expenses			and correc	ct
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	(Da	te)	-	S	unshin	е	F	L	;	3333
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				Me	mbership	Number		D	istrict Num	ber





Submit this form for reimbursement from Supreme for:

Quarterly Mileage
Organizational Meeting
Mid-year Meeting

Supreme does not reimburse for the State Convention





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

- Round trip mileage and tolls
- One or two nights for hotel
 - Depending on authorization received by the State Deputy from Supreme
- Up to two meals per day
- Parking
 - If free parking at the hotel is not available
- One or two days of spouse per diem at \$35 per day







Knights of Columbus Expense Account of District Deputy or Conferring Officer

Date	Travel		Purpose/Council Number	Round Trip	Transportation	*Room	*Meals	*Misc.	Total
	From	То		Mileage at .30 per mile					
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





DO's and Don'ts:

You can type a signature. This is the most common option Receipts must be submitted as pdf files, not as image files You cannot include your wife's meal expenses Spouse per diem does not require receipts





Submit expense report via email to:

Marc R. Andersen
Florida State Council Executive Administrator

ExecutiveAdministrator@floridakofc.org