

Visit authorized by CAC

ASSIGNED BY: _____



DATE ISSUED: _____

CAC AUTHORIZATION - OFFICIAL VISIT



ASSIGNED TO: _____

ADDRESS: _____

CHAPTER NAME & NO.: _____ STATE/PROVINCE: _____

DATE OF VISIT: _____ TYPE OF MEETING _____

VISITATION AT CHAPTER EXPENSE: **YES**

PURPOSE OF VISIT:

You are authorized to take any action necessary to resolve any problems for the good of the Chapter and Fraternity.

YOU ARE TO SECURE ALL MISSING REPORTS DURING YOUR VISIT.

(Visit to be completed within thirty (30) days.)

Officers Present:

SR REC JGR JR CH SEC/TR

Number of Committee Chairmen present: _____ Total Attendance _____

Is there harmony between the Chapter's Board of Officers? _____

Is there harmony between the Chapter members? _____

Is there harmony between Lodge and Chapter? _____

Is a microphone being used? _____

Are Business receipts used? _____

Are minutes written properly? _____

Are QuickBooks and LCL.net records in order? _____

Are Board of Officer's Meetings held at least once a month? _____

Are Chapter Development Committee meetings held at least once a month? _____

Do all Chairmen know their duties? _____

(Signature)

Make your report on reverse side.

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DATE ISSUED: _____

EXPENSE BILL – OFFICIAL VISIT



STATE/PROVINCE: _____ CITY: _____

CHAPTER NAME & NO.: _____

DATE OF VISIT: _____

PURPOSE OF VISIT: _____

ASSIGNED TO: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____ CELL PHONE/SECONDARY #: _____

All expenses to be paid by Chapter check

DATES	EXPENSE MUST BE ITEMIZED	AMOUNT
	<p>MILEAGE _____ total miles @ \$.45/mile (Attach "Mapquest" or similar directions indicating number of miles from your home to visit location)</p> <p>TOLLS if applicable (attach toll receipts or toll-pass program statement)</p> <p>The following items require pre-approval from WOTM Headquarters: ONLY GRANTED IF AN OVERNIGHT STAY IS REQUIRED</p> <p>PER DIEM _____ @ \$30.00 per day</p> <p>HOTEL In the event you are not given a complimentary room or your room was not paid for by another source, you will be reimbursed for same– receipt MUST be attached.</p>	<p>\$</p> <p>\$</p> <p>\$</p> <p>\$</p>
	TOTAL DUE PAYEE	\$

Signature is REQUIRED