

VETERANS OF FOREIGN WARS OF THE
UNITED STATES DEPARTMENT OF
NEVADA
TRAVEL AND REIMBURSEMENT POLICY

2023

Approved on May 16, 2023, by the Council of Administration

INTRODUCTION

Veterans of Foreign Wars (VFW), Department of Nevada (Department) officers and program chairman may be eligible for the reimbursement of authorized out of pocket expenses that are reasonably, actually, and necessarily incurred as a result of conducting Department business.

TRAVEL AND REIMBURSEMENT POLICY

In accordance with Department policy, reimbursement shall be for actual, necessary, and appropriate business and travel expenses incurred 100 miles or more from home and headquarters. Lodging and/or meals included in hotel expenses, conference and registration fees, transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Members who are unable to consume meal(s) provided as noted above due to time constraints or other considerations, such as reasonable accommodation, may be reimbursed in accordance with the rates established in policy, provided an alternate meal was purchased. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

When members are required to obtain lodging due to Department business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public. Lodging will not be reimbursed without a valid receipt.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes, requires advance written approval from the Department Commander or his/her designee. Members may not claim lodging or per diem within 100 miles of his/her home or headquarters.

Before any reimbursement of expenses incurred by any officer is paid, an approved reimbursement form must be filled out completed, signed, and electronically forwarded to the Department Quartermaster, qm@vfwnv.com.

All claims for reimbursement shall be filed within thirty (30) days of the actual incurrence. Any claim received by the Department Quartermaster, which does not meet the Department travel policy and budget adopted by the Council of Administration shall be approved personally by the Department Commander.

If two (2) or more Officers travel together in the same automobile, only one Officer will be entitled mileage reimbursement.

Any elected and/or appointed officer living outside the boundaries of the State will only be authorized mileage reimbursement from the closest point or entry into the State to their destination.

AIRLINE REWARDS CREDITS

Members shall not receive reimbursement for using airline rewards credits (credits, points, etc.) while conducting approved Department business. Airline rewards credits do not translate to a cash value to be reimbursed by the Department.

HOTEL REWARDS CREDITS

Members shall not receive reimbursement for using hotel rewards credits (credits, points, etc.) while conducting approved Department business. Hotel rewards credits do not translate to a cash value to be reimbursed by the Department.

CREDIT CARDS

Credit cards will be issued to the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Department Service Officer and Quartermaster. The cards are to be used for official VFW business only. Each month, the officers listed above are required to submit receipts, reconcile, and approve their individual credit card statement.

ACCOUNTABLE PLAN

Reimbursements for actual business expenses are made in accordance with Internal Revenue Service (IRS) requirements. The rules for an “Accountable Plan” limit reimbursement to business-related expenses substantiated by receipts or other verification. Any excess reimbursements made to the member must be returned to the Department in a timely manner.

RECEIPT POLICY

For the purposes of travel reimbursement, the Department adheres to the Internal Revenue Service’s provisions for an Accountable Plan (Plan). In general terms, the Plan has certain requirements, including the submission of receipts when required, that must be met for a member to receive full reimbursement of their authorized business travel expenses.

As long as the requirements of the Plan are met and Department travel policy has been followed, expenses are reimbursable.

These requirements are:

- The expenses must have a business connection and must be incurred while performing duties as a member.
- The expenses must be adequately accounted for with the Department within a reasonable period of time.
- Any excess reimbursement or allowance must be returned within a reasonable period of time to the Department.
- Receipts must show the date, time, location, and cost of expense.

PERSONAL VEHICLE MILEAGE REIMBURSEMENT POLICY

When the Department authorizes members to operate a privately owned vehicle on Department business, reimbursement will be made at the 25 cents per mile driven in service of charitable organizations.

PER DIEM REIMBURSEMENT POLICY

When the Department authorizes a member to travel 100 miles or more from his or her home or headquarters, the member shall be entitled to a meals and incidentals using the United States General Services Administration rates.

When on official travel attending Department approved events all meals at conventions or conferences will be based on the published meal rate on registration forms.

COUNCIL OF ADMINISTRATION GENERAL GUIDELINES

Members of the Council of Administration will be authorized:

- Council of Administration meetings – One (1) night lodging, 1.3 days (1.3) per diem and mileage reimbursement
- Department Convention COA meeting – One (1) night lodging 1.3 days (1.3) per diem and mileage reimbursement
- Other expenses as outlined under General Guidelines for Reimbursement.

DEPARTMENT COMMANDER

The Department Commander shall be reimbursed for expenses incurred in carrying out the duties of this position.

The Department Commander shall have the responsibility and privilege of approving reimbursement of expenses to any officer or member of this organization when directed to perform duties not covered by these guidelines.

The Department Commander may not exceed the amount appropriated in his/her account(s) as approved in the Department of Nevada budget by the Council of Administration in accordance with Department Bylaws.

Expenses covered within Department Commanders budget:

- National Convention
- Western Conference
- National Legislative Conferences (Washington DC)
- National Commander's Homecoming
- Expenses incurred for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Commander.

DEPARTMENT SENIOR VICE COMMANDER

The Department Senior Vice Commander will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

The Department Senior Vice Commander may not exceed the amount appropriated in the budget for this position as approved by the Council of Administration.

Expenses covered within Department Senior Vice Commanders budget:

- National Convention
- National Legislative Conferences (Washington DC)
- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Senior Vice Commander.

DEPARTMENT JUNIOR VICE COMMANDER

The Department Junior Vice Commander will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

The Department Junior Vice Commander may not exceed the amount appropriated in the budget for this position as approved by the Council of Administration.

Expenses covered within Department Junior Vice Commanders budget:

- National Convention
- National Home Junior Vice Commander Visit
- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Junior Vice Commander.

DEPARTMENT ADJUTANT

The Department Adjutant will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

The Department Adjutant may not exceed the amount appropriated in the budget for this position as approved by the Council of Administration.

Expenses covered within Department Adjutants budget:

- National Convention
- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Adjutant.

DEPARTMENT QUARTERMASTER

The Department Quartermaster will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Department Quartermaster's budget:

- National Convention
- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Quartermaster.

DEPARTMENT CHAPLAIN

The Department Chaplain, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Department Chaplain's budget:

- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Chaplain.

DEPARTMENT JUDGE ADVOCATE

The Department Judge Advocate, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Department Judge Advocate's budget:

- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Judge Advocate.

DEPARTMENT SURGEON

The Department Surgeon, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of

Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Department Surgeon's budget:

- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Surgeon.

IMMEDIATE PAST DEPARTMENT COMMANDER

The Immediate Past Department Commander, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Immediate Past Department Commander's budget:

- National Convention (year following term as Department Commander)
- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Immediate Past Department Commander.

DEPARTMENT CHIEF OF STAFF

The Department Chief of Staff, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

Expenses covered within Department Chief of Staff's budget:

- Travel throughout the State for the purposes of visiting Posts and Districts or attending events representing the VFW as Department Chief of Staff.

DEPARTMENT INSPECTOR

The Department Inspector, will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position.

DISTRICT COMMANDERS

District Commanders will be authorized per diem, mileage and expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of this position. Expenses covered within District Commander's budget:

- District Commander's Training (Department)

The following guidelines should be followed when submitting Claims for Reimbursement. Any deviation from these guidelines must be approved in advance by the Department Commander.

NOTE: If two (2) or more officers travel together, only one (1) is authorized to claim mileage. If an officer flies to a meeting where they are authorized mileage, the cost of a round trip coach fare ticket and other expenses, i.e., taxis, car rental etc. will be paid instead of mileage – provided airfare does not exceed the cost of mileage.

Telephone, postage, copying expenses, traveling within the District and other miscellaneous expenses incurred by the District Commander and other officers within the District are the responsibility of the District.

District Commander's may not exceed the amount appropriated in the budget for their respective office as approved by the Council of Administration.

COMMITTEE CHAIRMEN and COMMITTEE MEMBERS

Committee Chairmen and Committee Members will be authorized expenses as approved by the Council of Administration and if requested by the Department

Commander for attendance at officially scheduled committee meetings or activity pertaining to the work of the committee. Authorized reimbursement for actual expenses for such things as postage, copying or supplies needed to carry out duties assigned. These expenses may not exceed the amount appropriated in the budget as approved by the Council of Administration for the respective program and requires the Department Commanders approval.

All Program Committee Chairs shall seek prior approval from the Program Director prior to scheduling any travel. These expenses may not exceed the amount appropriated in the budget as approved by the Council of Administration for the respective program.

HONOR GUARD AND SERGEANT AT ARMS

The members of the Honor Guard and Sergeant at Arms will also be authorized expenses in the performance of their duties at the rate authorized by the

- Department Mid-Winter and Convention

DEPARTMENT RECRUITERS

Department Recruiters and only those designated by the Department Commander will be authorized expenses as approved by the Council of Administration to carry out their duties.

Department Recruiters will be authorized expense reimbursement when directed to travel for the purpose of recruiting and or Post development and approved in advance by the Department Commander.

Mileage, Per Diem and Lodging will be authorized as outlined in the General Guideline for Reimbursements. Authorized reimbursement for miscellaneous expenses for such things as postage, copying or supplies needed to carry out duties assigned. These expenses may not exceed the amount appropriated in the budget as approved by the Council of Administration for the respective program and requires the Department Commanders approval.

Expenses where a Post and or District requests a Department Recruiter to attend meeting or for the purpose of recruiting and or Post Developments shall be covered by Post and/or District.

Receipt for payment of the hotel room must accompany the Claim for Reimbursement in order to be paid.

DEPARTMENT REPRESENTATIVES

Department Representatives for events will be requested through Department Headquarters and are subject to the Department Commander's approval.

Department Representatives at the direction of the Department Commander will be authorized expense reimbursement. Mileage, Per Diem and Lodging will be authorized as outlined in the General Guideline for Reimbursements. Miscellaneous expenses will be reimbursed when these expenses are required to carry out the performance of the Department Representative's duty as a Representative of the VFW, Department of Nevada.

DEPARTMENT SERVICE OFFICERS AND SERVICE OFFICE EMPLOYEES

The Department Service Officer will be authorized expenses in the performance of their duties at the rate authorized by the Council of Administration.

- Department Mid-Winter and Convention