

**VIETNAM VETERANS OF AMERICA CONFERENCE OF
STATE COUNCIL PRESIDENT'S
TRAVEL ASSISTANCE POLICY**

(Reviewed 10-09-2014)

Policy regarding assistance requests for advance travel expenses to attend the Conference of State Council President's third meeting.

Travel assistance is available when a State Council lacks the funds necessary to send the State Council President, or alternate, to attend the Conference of State Council President's third meeting.

The following steps must be followed to be considered for assistance:

- 1) A request for assistance that includes justification for the request must be submitted to the Chair of the Conference of State Council Presidents within 45-60 days prior to the meeting.
- 2) The request must include a copy of the most recent State Council's bank statement that shows an available balance under \$5,000. The Chair has the right to request additional financial reports as needed.

Funds budgeted or designated for a specific project or program By a State Council are not included as available funds that a State Council President may use for travel expenses (i.e. Service Officer funding).

- 3) The request must include an estimated cost of the transportation, lodging and per diem expenses.
- 4) Approval for travel assistance funding is finalized at least 30 days prior to the meeting by the Chair after consultation with the CFO.
- 5) The status of the travel assistance request is reported to the requesting State Council by the Chair at least 30 days prior to the meeting.