

**VIETNAM VETERANS OF AMERICA
CONFERENCE OF STATE COUNCIL PRESIDENT'S**

TRAVEL REIMBURSEMENT POLICY

(Reviewed 10-09-2014)

A. **PURPOSE.** To provide guidelines for the equitable reimbursement of actual travel expenses incurred by the respective State President or their alternate of Vietnam Veterans of America, Inc. in the conduct of the business of the Conference of State President's meetings.

B. **POLICY.** It is the policy of the Vietnam Veterans of America, Inc. Conference of State President's Chair to reimburse it's respective State President or those persons authorized by the said State President, for actual travel expenses incurred while on official Conference business as long as the travel and expenses are (1) consistent with the Conference overall mission; (2) within budget limitations; (3) reasonable and cost effective; and (4) in compliance with the procedures outlined in this policy.

It is the policy of the Conference Chair to reimburse the respective State President or those authorized by the said State President for travel, lodging and provide a per-diem amount for meals while on official business of the Conference.

C. **PROCEDURE.**

1. **TRAVEL APPROVAL.** In order to insure compliance with this policy, it is the responsibility of the respective State President to approve all travel expenditures in advance of thirty (30) days of the anticipated travel with the Chair of the Conference of State President's.

2. **FARE SELECTION.** When travelling on scheduled air, rail or bus transportation carriers, travelers are required to select to lowest logical coach fare to their destination. First class travel is not permitted. Travelers are encouraged to take advantage of all available discounts for early ticket purchase and the like. Travelers are to make their reservations in advance of thirty (30) days out of set date of meeting and with the approval of the Chair of the Conference of State Council President's.

3. **PERSONAL AUTOMOBILE.** In the conduct of Conference business, at times is more convenient for travelers to use their own vehicles in lieu of scheduled carriers. The Conference reimburses actual mileage from home to official destination and return at a rate authorized by the Vietnam Veterans of America, Inc. Currently, this rate is \$.55.5 per mile. This rate should be periodically reviewed by the Vietnam Veterans of America, Inc. Finance Committee and recommendations for adjustment be made if necessary.

4. LODGING SELECTION. Travelers must make their reservations as soon as possible before the cut off date through the National's Staff Coordinator. Travelers can make their reservations through Vietnam Veterans of America, Inc. web site @ www.vva.org - Room Reservations site. The National Staff Coordinator will assign your roommate for April and October CSCP Meeting. If you do not want a roommate you are responsible for half *the* room cost.

5. PER DIEM MEAL RATES. The Conference Chair reimburses travelers for the cost of their meals when travelling on official business at the per diem meal rates listed by Vietnam Veterans of America, Inc. The per diem is paid for the day of departure to the day of return. The per diem rate is \$50.00 per day. This rate should be periodically reviewed by the Vietnam Veterans of America, Inc. Finance Committee and recommendations for adjustment be made if necessary.

6. ADDITIONAL REIMBURSABLE EXPENSES. The following travel related expenses are reimbursable: luggage, taxi/shuttle fares, parking fees and tolls

7. NON-REIMBURSABLE EXPENSES. The following expenses are not reimbursable: Spouse travel, excess baggage, traffic fines, gifts, club dues, travel insurance, in-room movies, personal entertainment and personal automobile repairs, maintenance and gasoline.

8. RECEIPT REQUIREMENTS. Only expenses actually incurred are reimbursed. Original receipts are required for all expenses except for per diem meal costs. Reproduced copies are not acceptable. Receipts should be detailed vendor receipts rather than general credit card charge slips and submitted with an official Vietnam Veterans of America, Inc. expense reimbursement form. Reimbursement will be made promptly.

9. PERSONAL TRAVEL. In instances where a traveler interrupts official Conference business travel for personal convenience, travels by an indirect route, or is accompanied by his or her spouse not on Conference business, the traveler must maintain accurate records for the official Conference business portion of the trip. The Conference Chair does not reimburse expenses incurred on behalf of the spouse or for personal travel.