



To: Department Line Officers
Department Committee Chairmen
Veteran Service Information Officers

Department Council Members
Department Committee Members

From: Quartermaster,
Department of Missouri VFW

Subject: Travel Policy

1. Cash will not be paid for travel or for expenses incurred while on Department business.
2. Mail or fax (1-573-636-2664) your completed "Travel Voucher" to arrive at Department Headquarters no later than thirty (30) days after the expense has been incurred.
 - 2a. A Department check will be sent to your address of record within two weeks (2) of the receipt of your completed "Travel Voucher". Be sure to include a complete and correct address on your voucher.
3. The Department asks that you cash your checks promptly. We have informed our banks that all checks will be void ninety (90) days from the date of issue.
4. Travel and other expense vouchers will not be honored past sixty (60) days from the date that you incurred the expense.

REIMBURSED EXPENSES:

HOTEL & AUTO:

Department Council of Administration Officers, Chairmen, Committee Members, Veteran Service Information Officers, VAVS Representatives, Veterans Service Officers, Sergeants At Arms and Officers of the Day.

Department Conventions:

Outgoing Officers shall be entitled to two (2) nights lodging reimbursement at the maximum rate of \$80.00 per night or at the actual rate paid if less than the maximum rate allowed and an auto allowance of \$.35 per mile for the round trip. A hotel receipt is required with your expense voucher.

Incoming Officers shall be entitled to two (2) nights lodging reimbursement at the maximum rate of \$80.00 per night or at the actual rate paid if less than the maximum rate allowed and an auto allowance of \$.35 per mile for the round trip. A hotel receipt is required with your expense voucher.

A maximum of three (3) nights lodging will be allowed for Convention reimbursed expense to anyone participating as an Outgoing and Incoming Department Officer.

Council of Administration Meetings:

Officers shall be entitled to two (2) nights lodging reimbursement at the maximum rate of \$80.00 per night or at the actual rate paid if less than the maximum rate allowed and an auto allowance of \$.35 per mile for the round trip. A hotel receipt is required with your expense voucher.

Other Travel:

Department Council of Administration Officers, Chairmen, Committee Members, Inspectors, School of Instruction Instructors, Veteran Service Information Officers, Veterans Service Officers, VFW Staff Members, and others as may be designated and authorized to travel by the State Commander and the State Quartermaster.

HOTEL & AUTO:

Officers shall be entitled to lodging reimbursement at the actual rate paid if less than maximum rate allowed of \$80.00 per night, and an auto allowance of \$.35 per mile for the round trip. Officers and members of the Department traveling more than 200 miles from home (round trip) on official and authorized Department business are allowed lodging reimbursement at the actual rate paid if less than maximum rate allowed of \$80.00 per night. A hotel receipt is required with expense voucher for reimbursement.

OTHER EXPENSE:

Department Council of Administration Officers, Chairmen and Committee Members, Inspectors, Veteran Service Information Officers, Veterans Service Officers and others as may be designated and authorized by the State Commander and the State Quartermaster.

Expense reimbursements for telephone, postage and other misc. expenses required to perform their duties are authorized up to a maximum of \$25.00 for each expense. Amounts above \$25.00 require prior approval of the State Quartermaster. Receipts are required to be included with the expense voucher.

Other Department Travel:

Expense allowances for Department Officers that are required to travel on VFW official business, to functions other than those referred to in this policy shall be authorized reimbursement of their travel expenses by line item within the Department budget as approved by the Council of Administration.

PER DIEM:

Employees of the Department are authorized a "Per Diem" allowance of \$25.00 per over night stay away from home, as a meals and misc. expense allowance. Meals and other expenses paid for by the Department will be deducted from this allowance.

Approved by the Council of Administration 6/15/2014

Jessie L. Jones, Quartermaster
VFW Department of Missouri