



Vietnam Veterans of America, Inc.
Pennsylvania State Council



**Travel Reimbursement
Policy & Procedures**

I. Purpose

The purpose of the Travel Reimbursement Policy is to insure that the VVA Pennsylvania State Council, hereinafter referred to as PASC, operates in a manner directed by the Board of Directors ("Board") and the Delegates.

II. Responsibility

The PASC President and Executive Committee is responsible for enforcement and compliance with the provisions contained herein. The PASC President and Executive Committee may make changes indicated in the body of this document without approval of the delegates based on increases and decreases in gas prices as well as location of the National Convention and other events.

III. Travel & Expenses

- A. PASC Mileage** ("Mileage") rate is set at 40 cents per mile. PASC Per Diem Rate will be \$50 per day unless increased by the PASC President for certain travel. Per Diem only applies to the Executive officers. All others authorized by the President to travel will be paid actual meal expenses. If travel is on the Chapters Dime the Chapter will decide on how to reimburse expenses. **Meal expenses** do not include alcohol.
- B. PASC President** - The PASC Treasurer will pay for mileage, tolls, parking fees, airfare, or other common carrier fare for all official travel, including board meetings, National Conventions, State Conferences, workshops, PA War Council meetings, etc, The PASC Treasurer will also pay for lodging, registration fees, meals, and cab fees. The PASC President must submit to the Treasurer a properly completed travel voucher with receipts.
- C. PASC Executive Officers**, - (other than the PASC President) traveling to State Conferences, or other meetings, specifically designated and approved by the President, the PASC Treasurer will pay their lodging in full when an overnight stay is necessary. For National Conventions, Leadership Conferences and Committee Meetings the Treasurer will reimburse PASC Executive Officers up to \$2000.00 for expenses at the discretion of the PASC President.. This \$2,000.00 is all inclusive of registration fees, travel, rooms, meals and other expenses. The PASC President will determine the travel expense limit prior to travel based on a number of factors, including location, air fare, lodging, etc.
- D. VVA Service Officers** - The PASC Treasurer will pay Act 66 Travel mileage at the rate of 40 cents per mile for official travel approved by the VVA Chief Service Officer excluding travel to and from work. Mileage is for official travel such as conferences, workshops and training programs. Any of the above aforementioned personnel may elect actual expense (gas), airfare, common carrier fares in lieu of mileage. When any of the aforementioned personnel receive mileage, the PASC treasurer will also reimburse tolls and parking fees. For specific training and conferences requiring an overnight stay authorized by the VVA Chief Service Officer, the treasurer will reimburse the VVA VSO their full room rate and meals.
- E. District Directors** - The PASC Treasurer will pay their lodging in full for State Conferences No other expenses will be paid by PASC. However, The PASC Treasurer will reimburse

District Directors mileage, tolls, and meal expenses to visit their chapters, limited to two trips per year per chapter after they complete their travel and submit to the treasurer a travel voucher with receipts.

- F. Chapter Presidents or their designated representative who attend the PA Conference Presidents meeting once each year** - The PASC Treasurer will reimburse them one half of their room rate, after they complete their travel and submit a travel voucher with receipts to the treasurer. PASC will not pay any other expenses
- G. AVVA, PVAF and VVPI Presidents traveling to the PA State Conference** - The PASC Treasurer will reimburse them their lodging in full. PASC will not pay for any other expenses.

IV. National Board Meetings - The PASC Treasurer will reimburse Committee chairs and committee persons attending the national board meetings for their rooms at the VVA room rate and they will receive actual expenses for travel upon providing a travel voucher with receipts to the PASC treasurer. Actual expenses will include gas, air fare or other common carrier, parking, tolls and meals.

V. PASC Incarcerated Chair - The PASC Treasurer will reimburse travel expenses in the same manner described in paragraph IV..

VI. Other meetings The PASC President will approve travel for other meetings such as Leadership Conferences, War Council, etc. in accordance with the PASC by-laws. The PASC Treasurer will limit reimbursement for rooms and travel as stated in paragraphs III and IV including the subparagraphs.

VII. Reimbursement of Travel and Expenses

- A. The PASC Treasurer will not reimburse anyone for rooms or expenses when they attend a National Convention or other event unless they attend at least 50 percent of the meetings.
- B. Prior to the beginning of the PASC general membership meeting or during the break, you must get your hotel receipt and present it to the PASC Treasurer along with a travel voucher to receive your reimbursement. The PASC Treasurer cannot get receipts or complete travel vouchers for you. The PASC Treasurer will not pay any travel or disbursement vouchers until he or she returns to their office and carefully reviews them for accuracy.

Approved by the Delegates
October 2016