

AMERICAN LEGION AUXILIARY

DEPARTMENT OF OREGON POLICY

Travel Reimbursement

Reviewed by: Department Finance Committee Reviewed On: January 8, 2017

Approving Body: Department Executive Committee Date Approved: January 14, 2017 Next Review Date:

Policy Statement

It is the department policy of the American Legion Auxiliary (ALA), Department of Oregon, a public benefit 501 (c) (19) not-for-profit Veterans Service Organization Auxiliary headquartered in Wilsonville, Oregon, to outline guidelines for travel and reimbursement by American Legion Auxiliary Volunteers and Staff, and that, all travel shall take into consideration the value of the proposed travel against the cost of making the trip to determine the best possible return on investment for the organization as related to the established organizational goals.

Policies

- I. All official travel on behalf of the American Legion Auxiliary must be specified in an authorization prepared at the direction of the Department Secretary, based upon approval by the Department President.
 - a. Duties outlined in position responsibilities do not require pre-authorization (District President travel, VA&R travel, etc.).
- II. Meals and Incidentals Per Diem: Meals and incidentals will be reimbursed according to the prevailing rates and schedules established by the Department Finance Committee, in the annual budget.
 - a. When meals are provided by the convener of the meeting, adjustments may be made to the daily per Diem of attendees.
 - b. Per Diem is calculated based upon the number of nights authorized for travel. Expenses incurred for the return travel day will be reimbursed according to current American Legion Auxiliary procedures.
 - c. American Legion Auxiliary Corporate Credits Cards shall not be used when an individual is engaged in authorized travel which is reimbursable by per diem.
- III. Lodging/Housing
 - a. Lodging/housing will be provided for a shared room. Those who room alone will be reimbursed only for 50% of the cost of the room, including taxes and fees. Any exceptions shall require the prior approval of the Department President or Department Finance Chair.
 - b. Receipts for lodging/housing must be submitted before reimbursement will be processed.
- IV. Transportation
 - a. Mileage is calculated based on the home starting point and return. MapQuest will be used to verify mileage. Reimbursement will be made according to the prevailing rates established by the Department Finance Committee, in the annual budget.
- V. Reimbursable Expenses
 - a. All travel expenditures will be reviewed by Department Headquarters. Expense reimbursement requests must be submitted within 60 days of the last meeting day and must be accompanied by receipts.