AMERICAN LEGION AUXILIARY

DEPARTMENT OF OREGON POLICY

Travel Reimbursement for Volunteers

Reviewed by: <u>Department Finance Committee</u>   Reviewed On: October 6, 2019

Approving Body: <u>Department Executive Committee</u>   Date Approved: October 6, 2019   **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 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.

II. Lodging/Housing

   a. Lodging/housing will be allowed for a shared or single occupancy room. Those who room alone or shared will be reimbursed only for 50% of your expense of the room, including taxes and fees. Any exceptions shall require the prior approval of the Department President and Department Finance Chair.

   b. Receipts for lodging/housing must be submitted with the name of the requestor on the receipt before reimbursement will be processed.

III. 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.

IV. Reimbursable Expenses

   a. All travel expenditures will be reviewed by Department Headquarters. Expense reimbursement requests must be submitted within 45 days of the last meeting day and must be accompanied by receipts.