

RICHARD H. STEWART, JR AMERICAN LEGION POST 543

TRAVEL REIMBURSEMENT POLICY 003

The Legionnaires of the Richard H. Stewart, Jr. American Legion Post 543 Inc may be called upon to perform travel on behalf of the Post. Some travel is related to supporting various programs and activities sponsored by the Post while others are required to support District, Division, Department, and National meetings, trainings conventions and other events. This policy defines the terms of travel, lodging, and meal reimbursements and provide the limitations on claims associated with Post directed “business travel.” The spirit of this policy is to ensure the Post Legionnaires who participate in Post sponsored events do so with minimal out of pocket expense. While it is the intent to minimize these out-of-pocket expenses, some of the travel expenses may have to be borne by the Legionnaire.

Travel on behalf of the Post is any travel which has been authorized and approved by the Commander of the Post, the Executive Committee, the Post Service Officer, and/or the applicable Budget Leads which have an approved travel line within the budget.

Budget Leads have responsibility for their travel budget line items and are responsible for managing their respective travel allocations within their designated line items. Should there be a need to increase the travel allocation, the Legionnaire responsible will solicit additional funding requests, normally during budget reconciliation, with the approval of the Executive Committee and the General Membership. Travel expenses incurred to support personal voluntary District, Division, Department or National activities or events may be reimbursed by the Post, on a case-by-case basis. Reimbursement for District, Division, Department or National activities or events will be the responsibility of these respective headquarters.

Travel expenses will be submitted on the approved Post Expense Report. The length of stay at regularly scheduled events is as follows; Fall & Mid/Winter Conferences, Legion College, and the June State Convention not to exceed three (3) nights. All meals claimed will not exceed \$60.00 per day inclusive of tips. Receipts are required for ALL meals claimed. Air Fare, rental car, parking, tolls, taxi, bus, and limo service expenses undertaken to support Post events and activities approved by the Commander and the Executive Committee will be reimbursed providing receipts are provided. Any fines, parking, vehicle or driving violations will not be paid by the Post.

Use of Privately Owned Vehicle (POV) in support of approved Post activities or events will be reimbursed at a rate equal to and in compliance with the current Internal Revenue allowable mileage rates for charitable travel.

With respect to housing costs and arrangements, under no circumstance will the cost exceed the amount authorized using the current GSA schedule. If a Legionnaire exceeds these costs, the

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difference between the authorized amount and the cost of the room will be borne by the Legionnaire.

APPROVAL AND REVIEW DETAILS

Approval and Amendment History	Details
Original Approval Authority	Post Commander
Original Approval Date	4-27-22
Policy Administrator	Post Finance Officer
Amendment Cycle	Bi-Annual
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