

**Department of Colorado
Veterans of Foreign Wars of the United States
GUIDELINES FOR REIMBURSEMENT
2019-2020**

GENERAL INSTRUCTIONS

Before any claims for reimbursement of expenses incurred by any officer is paid, as approved, claim for reimbursement form must be filled out completely and signed.

All claims for reimbursement MUST be filed within thirty (30) days of their incurrence.

Any claim received at Department Headquarters which does not meet the guidelines adopted by the Council of Administration must be approved personally by the Department Commander.

Only the Department Commander has the authority to authorize travel other than that authorized by the guidelines.

If in doubt as to whether expenses will be reimbursed, you should get PRIOR approval, in writing, from the Department Commander.

Expenses incurred for meals or drinks for other persons will not be paid for by the Department of Colorado.

The full daily rate of per diem is authorized only for lodging which involves being away from home overnight. No alcoholic drink will be reimbursed.

Reimbursement for travel will be calculated using receipts for purchase of fuel. In the instance of vehicles, such as low mpg motor homes, the lesser of fuel receipts or \$0.45 per mile will be used to calculate the reimbursement. Receipts must accompany claims for reimbursement.

DEPARTMENT CREDIT CARDS

Department credit cards will be issued to the Department Commander, Department Sr. Vice, Department Jr. Vice, Department Quartermaster. Travel expenses, air fare, motel rooms, etc., authorized by the Department Commander can be charged on their respective cards. Credit card issued to the Department Quartermaster may also be used for Department Headquarter repairs and maintenance and expenses, office supplies for both the Headquarters Office and Service Office, as authorized by the Department Commander. All receipts are to be turned into Department Headquarters.

Above Department Officers may charge air fare for spouses. Department Officers with the exception of the State Commander will reimburse Department for this.

DEPARTMENT COMMANDER

The Department Commander shall be reimbursed for expenses incurred in carrying out the duties of his office. The Commander shall have the option of filing for actual expenses.

DEPARTMENT COMMANDER (continued)

The Department Commander shall have the responsibility of approving reimbursement of expenses to any officer or member of this organization when directed to perform duties not covered by these guidelines.

When traveling to carry out their duties, necessitates flying, the Commander will be authorized reimbursement for round trip coach fare for themselves and, their spouse, if their spouse accompanies them.

The Department Commander may not exceed the amount appropriated in their account as listed in the approved budget by the Department of Colorado Council of Administration in accordance with Department By-Laws.

DEPARTMENT SENIOR VICE-COMMANDER, JUNIOR VICE-COMMANDER, QUARTERMASTER, SURGEON, JUDGE ADVOCATE, CHAPLAIN, ADJUTANT AND CHIEF OF STAFF

The Department Senior Vice-Commander, Junior Vice-Commander, Quartermaster, Surgeon, Judge Advocate, Chaplain, Adjutant and Chief of Staff will be authorized per diem expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of their offices.

When traveling to carry out their duties at the direction of the Department Commander necessitates flying, the Senior Vice-Commander, Junior Vice-Commander, Quartermaster, Surgeon, Judge Advocate, , Adjutant or the Chief of Staff will be authorized reimbursement for round trip coach airfare.

The Department Senior Vice-Commander, Junior Vice-Commander, Quartermaster, Surgeon, and Chief of Staff may not exceed the amount appropriated in the budget for their respective office as approved by the Department Council of Administration. Any overages will be reimbursed to the Department.

If a situation occurs that requires one of the Department Officers to temporarily fill the position of another officer, expenses for that Department Officer will be taken from the officer position they are temporarily filling.

ALL OTHER DEPARTMENT OFFICERS

Travel or other expenses for which a claim for reimbursement will be filed, in the performance of their duties, must be approved in writing, in ADVANCE, by the Department Commander.

All Department Officers are required to sign an agreement that they have read the above Guidelines.

**WHEN THERE IS A DOUBT IF AN EXPENSE IS REIMBURSABLE BY
DEPARTMENT, DO NOT INCUR IT WITHOUT PRIOR WRITTEN
APPROVAL OF THE DEPARTMENT COMMANDER**

GUIDELINES FOR SUBMITTING CLAIM FOR REIMBURSEMENT DISTRICT COMMANDERS

It is a policy of the Department to reimburse District Commanders for authorized expenses incurred in the performance of their duties as a Department Officer at the rates authorized by the current Council of Administration.

Claims for reimbursement must be submitted within thirty (30) days after performance of such duties on an approved claim for reimbursement form with the Department.

The following guidelines should be followed when submitting claims for reimbursement. Any deviation from these guidelines must be approved by the Department Commander.

DISTRICT COMMANDER VISITS: District Commanders will be authorized expenses to make one (1) official visit to each Post within their District. A District Commander's visitation form **MUST** accompany the claim for reimbursement.

1. OTHER POST VISITS: District Commanders will be authorized expenses for one (1) additional visit to each Post within his District, provided that a detailed written report of the first meeting be submitted to the Department Commander and a second meeting be approved by the Department Commander, in advance.

2. COUNCIL OF ADMINISTRATION MEETING: District Commanders, who attend, will be authorized two days per-diem at \$45.00 per day for a total of \$90.00, if their one way travel is more than 100 miles from their place of residence to the Council meeting. If the one way distance from place of residence to the Council meeting is 100 miles or less, only one day per diem is authorized, plus round trip mileage, provided District Commanders are present and answer roll call at the respective Saturday Training Sessions and Sunday Council meetings. In the absence of the District Commander, the District Senior Vice-Commander, and in the absence of the District Senior Vice-Commander, the District Junior Vice-Commander may function as a member of the Council of Administration. If the District Commander is not in attendance, then the District Sr. Vice-Commander will receive the authorized reimbursement of expense, if the District Jr. Vice-Commander is attending in place of the District Commander and Senior Vice-Commander then they will receive the reimbursement. No other District Officers will be reimbursed for travel unless prior written approval is received from the Department Commander.

3. STATE CONVENTION: Outgoing District Commanders, who attend the State Convention, will be authorized \$135.00 and mileage from their place of residence to the Convention site and return, provided they are present and answer roll call at their respective Council and Convention meetings.

4. MISCELLANEOUS TRAVEL: District Commanders may be authorized expenses for travel not covered by these guidelines when prior approval has been given by the Department Commander.

5. PER-DIEM: When traveling 100 miles or more to conduct Department business as authorized by Department Commander, and there is a requirement to remain more than one day, a per-diem of \$45.00 per day will be allowed upon receipts being submitted.

DEPUTY DEPARTMENT CHIEFS OF STAFF

Claims for overnight travel within one's own District will NOT be paid unless authorized in advance by the Department Commander.

All claims for reimbursement must be submitted within thirty (30) days of performance of actual duty on authorized claims for reimbursement form.

Refer to Guidelines for Submitting Claims for Reimbursement for instructions on completion of the claim for reimbursement.

DEPARTMENT REPRESENTATIVES AND SERVICE OFFICERS

Department Representatives to District meetings will be authorized up to, but not to exceed, two (2) days per diem, plus fuel cost (see General Instructions), unless otherwise approved by the Department Commander.

Department Representatives assigned at the direction of the Department Commander will be notified of allowable reimbursement prior to their travel. A completed and signed travel expense report must be submitted before they will be reimbursed, for miscellaneous expenses, such as postage, which will be reimbursed when these expenses are required to carry out the performance of the Department Representative's duties.

All claims for reimbursement must be sent to Department Headquarters within thirty (30) days of performance of duty on the duly authorized claim for reimbursement.

COMMITTEE CHAIRPERSONS

Committee Chairpersons will be authorized reimbursement for actual expenses of such things as telephone calls and postage needed to carry out their duties. Authorization for reimbursement must be obtained in advance.

Claims for reimbursement must be submitted within thirty (30) days after the performance of such duties on an approved claim for reimbursement form with the Department.

DEPARTMENT EMPLOYEES

Department employees (other than those acting in the capacity of a Department officers) required to travel at the direction of the Department Commander, in their capacity as employees will be authorized to claim reimbursement for the amount of actual out-of-pocket expenses, as long as it does not conflict with **National and Department By-Laws**.