

VFW Department of Indiana Officer Expense Allowance

All travel expenses must be within the limits of the budget as approved by the Council of Administration. Allowable expenses should be reviewed by State Commander annually. All reimbursable budgeted expenses must be submitted on an expense sheet furnished by the Department Quartermaster. Veterans Travel Service should be used when applicable. Out of state travel will be reimbursed either as mileage or air travel whichever is less, exceptions to this policy must be approved in writing by State Commander. All travel will be for official business only. Refer to department SOP for further clarification.

Meal reimbursement will be authorized for authorized officers when travel exceeds 5 hours. Meals will be reimbursed up to \$15 per meal and up to \$45 per day. Receipts must be furnished to the QM along with travel claim. If a receipt is not available, it is up to the Commanders discretion.

Mileage allowance will be the current published IRS business standard mileage rate.

STATE COMMANDER: Department vehicle, insurance, gas, and other expenses related to the car, meals and lodging.

STATE ADJUTANT: Department vehicle, insurance and other expenses related to the car. Gas for official business only excluding the commute to and from the office. Lodging and meals for official travel as designated in the Department Bylaws.

STATE OFFICERS: SR, JR VICE COMMANDERS, SURGEON, QUARTERMASTER: Mileage allowance, lodging and meals for official travel as designated in the Department Bylaws.

JUDGE ADVOCATE, CHAPLAIN, INSPECTOR, JR PDC, CHIEF OF STAFF, SERGEANT AT ARMS: Mileage allowance, lodging and meals allowed for Council of Administration meetings, Fall and Spring Conferences, Department Convention.

MEMBERSHIP DIRECTOR, ASSISTANT SERGEANT AT ARMS, GUARDS: Mileage allowance, lodging and meals for official travel as designated in the Department Bylaws. One day lodging and meals allowed for Fall and Spring Conference, two days lodging and meals for State Convention.

FINANCE COMMITTEE: Mileage allowance, lodging and meals for official travel as designated in the Department Bylaws. One day lodging and meals allowed for Finance Committee meetings and State Convention as authorized by Commander.

DEPARTMENT REPRESENTATIVES: Mileage and meals. Lodging is to be pre-approved by the State Commander.

DISTRICT INSPECTORS: Districts to receive \$200 allocation. Allocation will not be paid until District is 100% inspected and verified by State Inspector.

VFW NATIONAL HOME DAY, AND IVH DAY: Adjutant, Quartermaster, Committee Chairperson expenses will be paid subject to pre-approval by Commander.

NATIONAL CONVENTION, BIG TEN CONFERENCE EXPENSES: Department of Indiana's five voting members in accordance with state bylaws.

The State Commander from the previous year will be authorized expenses to the National Convention. If the Commander cannot attend this funding will not be reassigned.

All Officers or Committee Chairpersons on official travel should use Department vehicles when available and practical, HQ will provide gas for Department vehicles in lieu of mileage.