



Vietnam Veterans of America, Inc.  
 Plymouth-Canton Chapter #528  
 P.O. Box 6319 • Plymouth, MI 48170



## **TRAVEL POLICY LETTER**

It is understood that Chapter officers, directors, delegates, committee chairs or members, in the performance of their duties or while conducting the business of the Chapter will require a certain amount of travel. This policy is to establish and clarify standards for the authorization and reimbursement of expenses for such travel.

All requests for travel authorization should be brought before the Board of Directors as far in advance of the applicable date(s) as possible. The treasurer shall verify the accuracy and the appropriateness of the requests and recommend appropriate action to the other Board members at the next regularly scheduled meeting. Receipts shall be required for all travel and/or expense requests, as defined below.

Members requesting and receiving advance payment for travel expenses shall submit an itemized report of actual expenses and supporting receipts within ten working days of the end of the approved travel. Reimbursement of any overpayment shall be made to the Chapter within ten working days.

Members traveling without prior approval, at their own discretion, are cautioned that all expenses are subject to justification and final approval by the Board of Directors and that such approval is not to be assumed. Whenever two or more members are traveling to the same function, ride and room sharing is expected to the degree possible to reduce expenses.

### **REIMBURSEMENT RATES:**

Mileage:	\$ <b>0.20</b> per mile, under 200 miles
	Actual, with receipts, over 200 mile
Air Fare:	Actual, with receipts
Lodging:	Actual, with receipts - not to exceed \$100.00 per night unless Board approves prior
Meals:	Actual, with receipts - not to exceed \$ <b>55.00</b> daily, no alcohol

Other expenses such as; tolls, registration fees, banquets, tips and other costs relating to travel and events shall be reimbursed at the actual cost accompanied by receipts.

### **Revision History:**

- Rev. 01: Apr 24, 2003, BOD approved
- Rev. 02: Aug 13, 2007, BOD & Membership approved
- Rev. 03: Aug 09, 2010, BOD & Membership approved
- Rev. 03: Oct 24, 2010, National approved
- Rev. 04: 8-11-2015
- Rev. 05: 1-24-2017, BOD Approved