



AMVETS
NATIONAL TRAVEL & ENTERTAINMENT POLICY

Non Employee

Effective September 1, 2007

National Travel and Entertainment Policy

Non Employee

The following guidelines have been established with the approval of the National Finance Committee, to outline AMVETS Policy and Procedures with regards to travel expense associated with official organizational business. This Travel Policy was created as an easy reference for those individuals whose travel is defined by the National Constitution and By-Laws, along with providing additional information about AMVETS Policy and Procedures for travel.

Allowable travel expenses by AMVETS National Officers, National Finance Committee Members and members of the National Executive Committee are defined by the National Constitution and By-Laws.

Per Article VII, Section 3 (a) of the National Constitution, The members of the National Executive Committee required to submit written reports at NEC meetings shall do so by certified mail, return receipt requested, or by electronic facsimile (fax) transmission or computer Email, requesting confirmation of receipt, 30 days prior to each said meeting as directed by National Headquarters. Failure to comply shall result in forfeiture of payment of expenses for that meeting.

Per Article I, Section 2(b) of the National By-Laws, National Officers (including national vice commanders, national judge advocate, national finance officer, national provost marshal and national district commanders) and National Executive Committee men (NEC) are reimbursed as follows:

- Roundtrip, coach airfare from their home state,
- Stipend:

Fall NEC Meeting:	\$ 300.00
Spring NEC Meeting	\$ 300.00
National Convention:	\$ 600.00 (\$300 for each meeting)

In accordance with Article I, Section 2 (c), The aforesaid allowances shall be paid only to the national officers aforementioned and the members of the National Executive Committee, or to alternates seated in their stead, only when each of the foregoing is present and answers the roll call conducted during the course of said meetings.

Per Article I, Section 6(a) of the National By-Laws, the national commander may preauthorize any national officer, committee chairman, member of a committee or other authorized representative to receive reimbursement for authorized activity on behalf of the organization. Commander Boettcher has authorized the members of the National Finance Committee to be reimbursed as follows:

- Roundtrip, coach airfare
- Hotel room and tax (billed to the master account) for the night(s) associated with the committee meeting. The remainder of your stay as well all hotel incidentals are your responsibility and should be are paid upon departure from the hotel.
- Meal expenses of \$50 per day. Incidental expenses are not reimbursable.

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When traveling outside of the National Convention, and the two (2) National Executive Committee Meetings, all individuals should adhere to the AMVETS Travel Policy. This policy includes detailed information relating to the following aspects of travel:

1. Travel Advance
2. Hotel/motel accommodations
3. Meals
4. Air travel
5. Local transportation/automobile rental
6. Use of personal auto
7. Entertainment/gifts
8. Expense Voucher

1. TRAVEL ADVANCE

- a. Cash advances, for expenses other than meals, should be requested under unusual or unique circumstances. Requests should be made in writing to the employee's supervisor no later than fourteen (14) days prior to travel. This request should include all pertinent information about the trip (dates, destination and purpose), the amount requested and the reason for the specific request. All such requests should be sent to the National Executive Director for approval. All advances are subject to review by the National Finance Committee.

2. HOTEL/MOTEL ACCOMMODATIONS:

- a. Reimbursement will be made on an actual basis for reasonable accommodations to individuals who are away from their home locations.
- b. The minimum corporate rates for single rooms should be requested at all hotels and motels. For extended residence, the employee should attempt to obtain accommodations on a weekly or monthly basis at reduced rates.
- c. Use of rooms with higher base rates may be allowed when certain services, such as breakfast, are provided free. Paragraph 3C should be followed when meals are included in the room rate.
- d. Personal calls, for example, to a spouse or other family member are normally allowed. Discretion and reasonable common sense must be employed to prevent abuse.
- e. For cases when a spouse or other family member accompanies the traveler, he/she will be reimbursed only for a single room. All other expenses will usually be borne by the employee unless the family member is required to attend a function by AMVETS.
- f. Hotel or motel receipts must be attached to your expense report.

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b. MEALS:

- a. The current meal allowance rate is \$50.00 per day. This amount is subject to review and change by the National Finance Committee for the headquarters and the Board of Directors for the Foundation. The current allocation is as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$25
	\$50

When a meal is not paid for by the traveler, he/she should deduct the appropriate cost from the meal allowance rate. For example, if an AMVET on meal allowance has a lunch and does not personally pay for the lunch, he/she should deduct \$15, from the \$50 and submit \$35 meal allowance for that particular day.

- b. Reasonable costs of meals are reimbursable. In all situations where the traveler views any meal costs to be excessive, that traveler should furnish an explanation of these costs on the travel expense record in order to complete the required documentation.
- c. Meals (breakfasts, lunches, dinners) paid by AMVET staff members and/or AMVETS for customers, vendors and others should be kept to a minimum and for valid reasons. Supporting documentation should be included with the submission of all reimbursements.

c. AIR TRAVEL:

- a. To optimize the use of the lowest, logical fare, all air travel reservations for AMVETS and its employees may be made via the internet. If you do not have a computer or do not have access to the internet, you must make arrangements through the AMVETS National Meeting Planner.
- b. Lowest logical air fare is defined as. Tourist or coach class, non-refundable, and, reservations should be made at least 21 days prior to departure.
- c. In the rare instance when an emergency arises or unplanned meeting is requested, all efforts should be made to acquire the lowest rate available.
- d. Except short distance, local trips, where traveling separately is impractical, the following air travel restrictions apply-
- e. Employees under no circumstances are to pilot a private plane while on AMVETS business. Employees may not fly on a corporate or private aircraft unless (1) the aircraft carries an FAA Standard Category Airworthiness Certificate, and the pilot is certified; (2) evidence of no less

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than \$10 million of Aircraft Liability (including Passenger Liability) insurance on the aircraft is produced.

- f. Unused tickets must be returned to the AMVETS for refunds.
- g. Penalty and non-refundable fares or the chance that the trip may be cancelled or changed to different rates must be balanced against potential savings from booking such flights.
- h. Connecting and one-stop flights - loss of time must be balanced against potential savings from booking such flights.
- i. Frequent flyer points accumulated by traveler may be used for business or personal use.
- j. Airfare ticket receipts must be attached to the expense report.

5. LOCAL TRANSPORTATION/AUTO RENTAL:

- a. For one person, a car rental is a very expensive mode of travel.

Alternative forms of transportation are often available and may be preferable as other means of transportation such as buses, trains, limousines, taxis, etc.

- b. When car rental becomes a necessity, take advantage of the AMVETS discount provided by the major car rental firms if the company has agreements. Special rates of other car rental companies should also be considered when they are competitive for travelers.
- c. An intermediate sized car is the largest size auto, which should normally be used. Approval for use of a larger sized vehicle must be provided by the executive director.
- d. Liability and collision insurance should not be purchased with an auto rental agreement. AMVETS provides accident insurance for traveling employees; travelers will not be reimbursed for the purchase of personal accident insurance either.
- e. Business travelers should inspect the rental car up front for damage and make a record of their observations to protect against the supplier making unwarranted claims for damages.
- f. The employee should refill the rental auto with gas just prior to returning to avoid costly refueling charges.
- g. Use of personal car is reimbursed at an established rate, which covers gas, oil, normal maintenance and repairs, depreciation and insurance associated with use of the vehicle on company business. This rate is presently calculated to agree with the Federal Government reimbursement rate.

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- h. A copy of the lowest, logical air fare, along with all auto rental receipts must be attached to the expense report. Individuals will only be reimbursed for the lower value between the auto mileage and the lowest, logical air fare.

6. ENTERTAINMENT/GIFTS:

- a. It is the AMVETS policy to reimburse entertainment expenses appropriate and consistent with a normal business relationship. The circumstances and cost of the entertainment must be customary and lawful. Examples of allowable entertainment expenses would include reasonable expenses for meals while entertaining guests, fees such as golf, tennis, etc., to participate in events with customers, etc. All expenditures that are chargeable and payable by AMVETS must be documented to the fullest extent.
- b. Gifts, awards, etc., above nominal value must be approved by the immediate sponsor. In all cases, these gifts and awards must be customary and lawful. Examples of allowable gifts and awards would include favors at AMVETS sponsored events, customary Christmas gifts to vendors, employees. Items of this nature must be included in annual budget.

7. EXPENSE REPORT:

Independent of the scheduled, National meetings, if you are asked to represent that National Commander and/or National Service Foundations and/or AMVETS organization, you are required to follow the outlined and a letter from the National Commander/Foundation President should accompany your Travel Voucher.

The AMVET expense report, using the attached form, must be submitted within ten business days of business travel for all travel, gifts, and entertainment related expenses.

The report must indicate the destination and purpose of all business expenditures. It is AMVETS policy to provide a company credit card to all regular travelers. To the extent possible, all air travel and auto rental should be charged on an AMVETS MBNA card. To the extent possible, all other expenses should be charged to the same card.

All expenses, both those paid by the employee, as well as those charged to AMVETS, must be indicated on the expense report, with receipts attached.

Although AMVET Policy allows expenses less than \$25.00 to be submitted without documentation, it is preferable to attach receipts whenever possible.

Expense reports must be completed indicating dates, type of expense, total charges, AMVET charges, amount to be reimbursed to employee, purpose and destination of travel, cash

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advance, master accounts charges, credit card charges if applicable, auto mileage and detail of entertainment expense.

Failure to report at least monthly could result in loss of credit card and/or non-payment of expense.

8. MISCELLANEOUS:

Company will reimburse travelers for following miscellaneous expenses incurred by traveling on company business.

- a. Parking expenses and tolls
- b. Currency – conversion fees

9. AUTHORIZATION:

Effective Date:	September 1, 2007
Reviewing Official:	National Executive Director
Review Date:	Annually
Responsible Office(s):	National Finance Officer