

# MOPH Expense Reimbursement Form

<b>Name and Title:</b>							
<b>Trip Purpose/Destination:</b>	<b>Trip Dates</b>						<b>Total Days</b>
	<b>Start Date:</b>			<b>End Date:</b>			
<b>Detail:</b>	<b>Air Fare</b>	<b>Lodging</b>	<b>POV Mileage</b>	<b>Per Diem</b>	<b>Taxi/Parking</b>	<b>Baggage/Other</b>	<b>TOTAL</b>
<b>SECTION I - Personal Expenses:</b>							
POV Departure Location:							
POV Destination Location:							
POV Return Location:							
Total Mileage (mile)							
POV Travel (____miles* X \$0.50 cents per mile)							
Per Diem (____ days @ \$65/ day trvl/mtg) The First + the last travel days = 1 day per diem							
Taxi/Shuttle/Parking (total all receipts)							
Air Fare, Lodging, Baggage & Other (Explain):							
<b>Total Personal Expenses:</b>							
<b>SECTION II - MOPH-Paid Expenses:</b>							
Air Fare-Thru MOPH Travel Agent (if applicable)							
Lodging - Hotel							
Other (Explain):							
<b>Total MOPH-Paid Expenses:</b>							
<p><b>PLEASE TAPE ALL RECEIPTS TO ADDITIONAL PAPER AND STAPLE TO REPORT. MAIL ORIGINAL REPORT (NO COPIES!!!) AND RECEIPTS TO:</b></p> <p><b>MOPH HQ BOOKKEEPING</b> 5413B Backlick Road Springfield, VA 22151-3060</p> <hr/> <p style="text-align: center;">G/L# - HQ</p> <hr/> <p>Date - HQ</p>	<p><i>I affirm that the expenses herein are true, accurate and legitimate expenses of the Military Order of the Purple Heart and that I have received no reimbursements from other sources for these expenses.</i></p>						
	<p>X</p>						
	<p><b>Signature of Patriot or Staff Member</b></p>						
	<p><b><u>Mailing address for reimbursement check:</u></b></p>						
	<p><b>Email Address:</b></p>						
	<p><b>Approved by National Adjutant:</b></p>						

## MILITARY ORDER OF THE PURPLE HEART

**OFFICE OF:** National Adjutant  
**TO:** National Officers  
**SUBJECT:** Reimbursement Policy and Form

1. **FORM:** This form is the only document authorized for use when submitting requests for official expense reimbursement.
2. **POLICY:**
  - a. Reimbursements are made only in connection with performance of official duties or for expenses incurred in carrying out instructions of the National Commander and/or the National Adjutant for the "Good of the Order."
  - b. The National Commander, Vice Commanders, and the National Adjutant have the greatest flexibility in traveling countrywide for the "Good of the Order."
  - c. Region Commanders will coordinate all travel with the National Junior Vice Commander in advance. Travel funds may be used only within the Region Commander's region.
  - d. Officers with specific functions are most restricted. Expenses must be related directly to their official duties or incurred as a result of specific request of the National Commander or through the National Adjutant.
  - e. The official per diem rate effective 7/14/07 is **\$65** for meals. ***Please note change: The First + the last travel days = 1 day per diem.***
  - f. Air travel policy: Due to the new airline regulations and fee schedules, it is imperative that tickets be purchased 21-days in advance prior to travel.
  - g. Baggage costs are reimbursed for two bags per person (no recreational baggage). Receipt must be attached.
  - h. Lodging costs are reimbursed at actual expense. A detailed hotel/motel invoice must be submitted to verify that no unauthorized expenses (room service, in-room movies, and service bar) are included. Submission of a credit card receipt only (without the lodging detail) will result in denial of reimbursement.
  - i. Travel by personal vehicle is paid at the rate, effective 1/1/2010, of **0.50 cents per mile** plus tolls, ***but not to exceed 1,200 miles (round trip)***.
  - j. Rental cars are permitted only where essential to completion of Purple Heart business. Officers are to avoid the use of rental vehicles wherever possible. In the event a rental car is required, reimbursement will be for actual vehicle and fuel costs, not mileage.
  - k. Only one reimbursement will be allowed for two or more persons traveling together in the same vehicle or sharing accommodations.
  - l. No reimbursements will be made if not fully substantiated. ***EXCEPTION: Expenses of less than \$25 may be submitted without receipts (although receipts should be provided, if available, for all costs.)***
  - m. No reimbursement is allowed or should be requested if alternative payment (e.g., from Department/Chapter) is available.
  - n. Each officer may not exceed his/her budgeted line item. The budget covers the period immediately following the National Convention to June 30th the following year. ***Travel between July 1 and the National Convention is by written advance approval of the National Commander only.***
  - o. Any over-budgeted expense must be submitted to the National Adjutant for presentation to the NFC at the National Convention for approval and possible reimbursement from the following year's funds. No promises and no guarantees!
  - p. Expense vouchers must be submitted to National HQ as soon as possible but not later than 30 days after the expenditure or completion of travel.
  - q. Because a written policy cannot possibly cover all contingencies, any questionable situation should be coordinated directly with the National Adjutant
2. **PREPARATION OF VOUCHER:**
  - r. Attach original evidence of travel and receipts for other expenses. If traveling by personal vehicle (POV), state mileage.
  - s. Attach original receipts for **ALL** out-of-pocket expenditures. (Exception: see 2(i) above.)
  - t. All receipts smaller than 8½" x 11" must be taped (not stapled) to an 8½" x 11" piece of paper (to permit copying). Please do not place tape over printing as this may cause that part of the receipt to be illegible.
  - u. Retain a complete copy of voucher and receipts for your records and in the event of loss in the mail.
  - v. Spousal travel must be approved in advance by the National Finance Officer prior to the travel and also explained on the reimbursement form.
  - w. Submit to the address on the front of the form.