



Richard H. Stewart, Jr.
AMERICAN LEGION POST 543 Inc.
St. James, NC

TO: THE MEMBERS OF RICHARD H. STEWART, JR. POST 543
FROM: THE POST COMMANDER AND THE POST EXECUTIVE BOARD
25 March 2015

RE: POLICY REGARDING TRAVEL REIMBURSEMENT

The Legionnaires of the Richard H. Stewart, Jr. American Legion Post 543 Inc., herein referred to as the Post, located in St James, NC are often called upon to perform travel on behalf of the Post. Some of this travel is related to supporting various programs and activities sponsored by the Post while others are required to support higher headquarters such as District, Division Meetings, Department training conventions and events. The purpose of this policy is to define the terms of travel and provide the limitation on claims associated with this "business travel" on behalf of the Post. The spirit of this policy is to insure the Post Legionnaires who participate in Post sponsored events do so with minimal out of pocket expense. While it is the intent to minimize these out of pocket expenses, some of the travel expense may have to be borne by the Legionnaire.

The length of stay at regularly scheduled events is as follows; Fall & Mid/Winter Conferences, Legion College, and the June State Convention not exceed two (2) nights.

Travel on behalf of the Post is any travel which has been authorized by the Commander of the Post, Executive Committee, Post Service Officer, and/or Pillar Committee Chiefs. Pillar Committee Chiefs are further defined as the Pillar Chiefs for: Americanism, National Defense, Veterans and Rehabilitation, Children and Youth. Budget Line items are identified in each pillar as well as other areas to accommodate travel to support Post activities.

Legionnaires who have responsibility for travel budget line items are responsible to manage respective travel allocations in their account. Should there be a need to increase the allocation; the responsible Legionnaire will solicit additional funding requests with the approval of the Executive Committee to the General Membership. Travel expense incurred to support personal voluntary District, Division, Department or National activities or events will not be reimbursed by the Post. Reimbursement for District, Division, Department or National activities or events will be the responsibility of these headquarters.

All meals claimed will not exceed \$35 inclusive of tips in any 24-hour period. Receipts are required for ALL meals.

Air Fare and rental car expense undertaken to support Post events and activities approved by the Commander and the Executive Committee will be reimbursed providing receipts of air travel is provided.

Parking and Toll expenses resulting from Post supported activities and events will be reimbursed based upon receipts provided.

Taxi, Bus or Limo service undertaking by Post Legionnaires in support of approved Post activities or events will be reimbursed upon submission of a receipt for same.

Any fines, parking, vehicle or driving violations will not be paid by the Post.

Use of Privately Owned Vehicle (POV) in support of approved Post activities or events will be reimbursed at a rate equaled to and be in compliance with current Internal Revenue allowances for charitable travel.

With respect to housing costs and arrangements, the cost will under no circumstance exceed the cost authorized using the GSA schedule. If a Legionnaire exceeds these costs, the difference between the authorized amount and the cost of the room will be borne by the Legionnaire. Post Legionnaires are encouraged to room with another Legionnaire if attending a Post approved activity or event.