

VETERANS OF FOREIGN WARS OF THE UNITED STATES



DEPARTMENT OF PACIFIC AREAS POLICY MEMORANDUM

FOR

TRAVEL- LODGING – EXPENSE DEFRAYMENT

PURPOSE: To establish a uniform policy by which authorized Department of Pacific Areas (hereinafter, DPA) individuals may receive expense defrayment for travel and lodging while performing official DPA functions.

BACKGROUND: The history of expense defrayment for travel and lodging has been determined by various motions at Conventions or during the Council of Administration (hereinafter, Council) meetings. The last motions for defrayment for travel and lodging were made in 2003; at the June incoming Council meeting a motion was made and adopted for defrayment from five (5) to six (6) days lodging at Conventions. Then later that year at the mid-term Council meeting a report was given and motion adopted for reimbursement of five (5) days lodging at Conventions for DPA staff, as well as an increase in allowance paid for Past Department Commanders (hereafter, PDCs) from \$100 to \$500 when attending a Convention, with an allowance of \$100 to remain for PDCs attending mid-terms. Consequently, history shows that DPA has a variance in policy to deal with travel and lodging for expense defrayment. Therefore, this policy memorandum is presented based on past and current DPA travel and lodging to those concerned when on DPA business.

APPLICABILITY: This policy shall apply to all DPA members entitled to expense defrayment due to authorized travel and lodging as elected, appointed, or directed representatives of the DPA. The following positions within the DPA are authorized expense defrayment for travel/lodging when performing official duties; Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Judge Advocate, Chaplain, Surgeon, Junior Past Department Commander, Service Officer, Inspector, Chief of Staff, District Commanders, Audit Committee members, and other members as directed by the Department Commander or governing body.

RESPONSIBILITIES - DEPARTMENT:

- A. Commander – The Commander shall have governance of the following:
 1. Has overall authority to insure all requests for expense defrayment are authorized and appropriate with this policy memorandum.

2. May direct non-budgeted travel only when it is in the best interest of the DPA.
3. Retains the right to adjust any of the policy if circumstances demand.

B. Quartermaster (hereinafter, QM) – The QM shall ensure:

1. All requests for expense defrayment are authorized and appropriate.
2. That payments made to authorize members are made in a timely manner.
3. Upon request by claimant that completed copy of the expense claim is returned in kind.

C. Budget Committee – The Budget Committee composed of the QM as Chairman, SVC, JVC and JPDC shall be responsible for the following:

1. Budget sufficient funds for line items that require travel and lodging.
2. Update the line items in the budget that require travel and lodging as necessary.
3. Make recommendations to the Council for approval on amendments to the Budget concerning travel and lodging as they occur.

POLICY: The policy set forth herein shall be adhered to unless circumstance demand as outlined in paragraph A above are encountered and then the Commander shall rule:

A. Travel –

1. Expenses for land and air travel shall be defrayable from the member's home Post location to the event site and back. The exception to this policy is if expected revenue for the budget calls for restraint at the incoming Budget meeting or at other times during the ensuing year then land and/or air travel expense or portion thereof may not be authorized, if so directed by the Council. Should this occur then notification shall be given by electronic communication to those concerned and shall be indicated on the Form 11.
2. Air travel defrayment will be based on the economy class rate. In country air travel may be authorized by the Commander as defined under section on Responsibilities – Department herein.
3. Land travel will be performed by the most economical means consistent with adequate safety and comfort.
4. An airport tax is a travel expense.
5. Overweight expenses shall be considered for persons carrying supportive records/supplies, Convention books, award plaques or other items that are required for use at a Convention or mid-term by the Department.
6. POV mileage rate shall be at the rate set in accordance with IRS stated allowance for mileage as listed on the expense form.

B. Lodging –

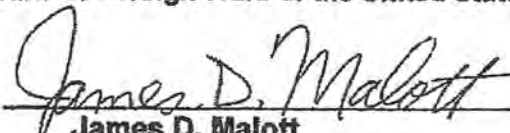
1. Lodging expense defrayment rate will be determined by the DPA Commander after consulting with each Chairman of the Convention and mid-term as well as the QM. The rate shall be based on a standard room rate.
2. Members electing to stay in other than standard rooms will be required to pay any additional room costs.
3. Members shall stay at the DPA designated hotel to be eligible for expense defrayment. If one hotel cannot accommodate all members eligible for expense defrayment, the Commander shall set a daily lodging expense defrayment rate that applies to all hotels in the event area.
4. Lodging will only be paid for the actual days a member is present, or for the event period, whichever is less.

5. The days authorized for lodging defrayment expenses at the Convention and mid-term shall be a minimum of five (5) and two (2) respectfully for members defined under "applicability" above.
 6. The DPA Commander's lodging expenses will be defrayed at actual cost.
- C. PDCs – The incoming budget approved by the Council shall reflect how much expense defrayment PDCs are authorized for the ensuing year. Notification shall be made by the Budget Committee Chairman to all concerned PDCs within thirty (30) days of any budget approval if amounts authorized are less than the maximum set below. The following shall apply to all PDCs who do not receive expense defrayment as defined in the above policy in paragraphs A and B:
1. Those attending the annual convention may be authorized a maximum of \$500.00 when traveling from outside the host District.
 2. If residing in the host District area and not located in the immediate area of the Post/Convention site the PDCs may be authorized a maximum of \$250.00.
 3. PDCs residing in the immediate area of the Convention site shall not receive any expense defrayment unless they perform duties listed under the "Applicable" paragraph above.
 4. Any PDCs attending the mid-term may receive a maximum of \$100.00 if not living in the immediate area of where the mid-term is held.
- D. Audit Committee – The Department By-Laws stipulate an audit annually, therefore, the committee shall be reimbursed only for expense defrayment for the annual Department Convention. If special audits are directed by the Commander or Council the expense defrayment shall be considered by the Budget Committee and presented to the Council for approval.
- E. Other Members: Are those who may be incoming Council members, District Inspectors and Assistants, as well as, other members directed by the Department Commander or governing body. They shall be governed by this policy for expenses incurred in performing their duties.
- F. DPA Form-11 – See attached form for reference.
1. The DPA Form-11 is the official Department form that is used for defrayment expenses and provided by the DPA QM.
 2. At scheduled events such as the Convention and mid-term officers shall complete and return DPA Form-11 to the DPA QM expeditiously, in order to receive payment prior to their departure. The DPA QM shall mail reimbursement checks to those submitting a late form.
 3. Those other members referenced in paragraph E above shall utilize the DPA Form-11 and submit by hand delivery, mail or email with attached form signed in PDF file to the DPA QM.
 4. When filling out the form, the applicant shall provide proper receipts or certification of the expenses incurred and attach to the form.
 5. Money rate conversion to dollars may be provided by the applicant for the country of departure, however, the DPA QM reserves the right to make final determination of rates for both departure and host countries based on international rates at time of DPA Form-11 submission.

APPROVAL: This Policy Memorandum for Travel-Lodging-Expense Defrayment shall be effective upon approval of the Department Convention or Council. It shall be a standing policy that may be amended or revised by two-thirds (2/3) vote at a Department Convention or by the Council.

This Policy Memorandum for Travel – Lodging – Expense Defrayment was approved by the Department of the Pacific Areas Council of Administration April 1, 2010, by electronic ballot vote.

**Department of Pacific Areas
Veterans of Foreign Wars of the United States**

By: 
**James D. Malott
Department Commander**

OFFICIAL:

By: 
**Richard A. Keeley
Adjutant**

Attachment: DPA Form-11 (2010)

**Copy to: Department Officer
Districts
Posts
PDCs**

**Original Date: March 26, 2007
Revision Date: April 1, 2010**

whw/JA

DPA FORM-11

TRAVEL/EXPENSE REIMBURSEMENT REQUEST

Convention, Mid-Term or Other

Name: _____

Address: _____

Tel: _____ E-mail: _____

Post No: _____

Districts: _____

Department position: _____

ITEM	DETAILS	AMOUNT
R/T air ticket *	From: _____ To: _____	\$ _____
Inland Transport		\$ _____
Departure Tax	Country of departure: _____	\$ _____
Departure Tax	Country of meeting: _____	\$ _____
Hotel charges		\$ _____
Other	Attach evidence or a signed statement	\$ _____
Total Claim		\$ _____

* Copy of on-line ticket and credit card or travel agent receipt required.

Signed: _____ Date: _____

Remarks: Following are additional charges;

Received (signature, date): _____

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For Department QM use only:

Date paid: _____ Amount: \$ _____

Check No. _____

Dept. QM (signed): _____