

COUNTY VETERANS SERVICE OFFICERS ASSOCIATION (CVSOA)
TRAVEL POLICY (Updated 2/8/2017)

Scope

This policy applies to all officers, committee members, and association members of the CVSOA.

Intent

The intent of the Travel Policy is to provide guidelines for the reimbursement of travel and other costs incurred by officers, committee members, and association members while on official CVSOA business that was approved by the President.

Exception

Individuals traveling on business for the CVSOA must ensure compliance with these regulations. The President may waive portions of these regulations where special circumstances warrant if it is in the best interest of the Association. A written request for a waiver must be received by the President identifying the reasons for requesting the waiver.

Reimbursement for Travel

Reimbursement for travel previously approved by the President in accordance with this Travel Policy shall be made by submitting the Travel Expense Form attached (CVSOA Form 01) and all receipts to the 2nd Vice. Upon review by the 2nd Vice, the Travel Expense Form will be forwarded to the Treasurer for payment. If travel is being requested by the 1st or 2nd Vice, the Travel Expense Form and receipts shall be submitted to the President. **A claim can only be paid when a county is unwilling or unable to pay travel costs. Checks cannot be cut to reimburse a county; they can only be made out to the authorized traveler.** Electronic submissions are strongly encouraged.

Degree of Care

All officers, committee members, and association members traveling on official CVSOA business shall be expected to exercise the same care in incurring expenses that any prudent person would exercise if traveling on personal business.

Definitions

"Travel" shall be a trip made by an officer, committee member, or association member of CVSOA when it is deemed essential for performing the duties required by the position.

"Essential" shall include at a minimum the following criteria:

- a. Considered necessary when performing the duties assigned to an officer, committee member, or association member.

- b. Economically feasible and determined to be in the Association's best interest. Conformity to the above criteria shall be determined by the President.

Transportation Expenses

The expense for traveling by public carrier (rail, bus, airplane or boat) will only be allowed with the approval of the President. All travelers shall be expected to travel by the most economic mode of transportation. Airfare reimbursement in excess of coach shall not be authorized.

Private Automobiles

If travel is by private automobile, the maximum allowance shall be the established federal mileage rate set by the Internal Revenue Service at time of travel minus \$.20. Individuals traveling on CVSOA business shall be properly licensed and adequately protected by personal liability insurance at their own expense. At no time shall personal mileage be charged to the Association.

Mileage Computation Reimbursement

Mileage reimbursement for an individual who drives his or her own vehicle shall be based on the distance established by the shortest mileage route as determined by Google Maps. Mileage will not be paid to attend the CVSOA Spring and Fall Training Conferences or National Conferences.

Lodging

Overnight lodging is approved if the travel would require the individual to leave their home before 6:00 a.m. or arrive home after 10:00 p.m. The maximum lodging nights the association will pay is the same as the number of days the meeting/training was attended. In other words, if the meeting/training is one day, the association will only pay for one night of lodging as long as the traveler left or returned home outside of the times stated above. Individuals must choose the most economical rate for lodging. The lodging rate must be for a single occupancy room, and the maximum amount that will be paid is the current state rate. Reimbursement in excess of this rate shall be allowed only upon proof of reasonableness, as approved by the President. Circumstances outside of this rule can be approved by the President. Lodging will not be paid to attend the CVSOA Spring and Fall Training Conferences or National Conferences.

Lodging Charges for Multiple-Occupancy

When travelers on CVSOA business share a hotel room or lodging facility, reimbursement to the travelers shall be as follows:

If lodging is based on more than one occupant, the maximum reimbursement to the traveler shall be a proportionate share of the bill based on the number of individuals occupying the room, not to exceed the current state rate. In no instance will a suite be allowed if there are multiple-occupancy rooms available at a lesser rate.

Parking

Reasonable reimbursement for parking charges will be allowed. The CVSOA will not reimburse for any parking or traffic violations.

Registration Fees

Registration fees for conventions and meetings will be allowed for individuals attending as official representatives of the CVSOA outside of the Spring and Fall Training Conferences and National Conferences.

Taxi Service

Necessary taxi fares will be allowed.

Auto Rental

When several individuals travel together, the rental of a vehicle through an approved carrier may be allowed when available and if less expensive than using taxi service. If used, an explanation is required to justify the request.

Meals

Reasonable meal costs may be reimbursed while performing duties for the CVSOA up to a maximum of \$25 per day. Under no circumstances will the cost of alcoholic beverages be considered a reimbursable expense.

Audit

All claims may be subject to audit by the Audit Committee.

County Veterans Service Officers Association (CVSOA) Travel Expense Form
*****A claim can only be paid when a county is unwilling or unable to pay travel costs*****

Name: _____ Purpose of Travel: _____
 Address: _____ Travel From/To: _____
 _____ Date/Time of Departure: _____
 Phone: _____ Date/Time of Return: _____
 Office/Committee: _____ Total mileage (round trip): _____

Date(s)	Expense	Details	Amount
	Private auto mileage	Current federal IRS rate - \$.20	\$
	Private auto mileage	Current federal IRS rate - \$.20	\$
	Other Transportation	Air / Rental Car / Taxi / Other	\$
	Other Transportation	Air / Rental Car / Taxi / Other	\$
	Lodging	Maximum state rate	\$
	Lodging	Maximum state rate	\$
	Meals	Maximum \$25 per day	\$
	Meals	Maximum \$25 per day	\$
	Other	Purpose:	\$
	Other	Purpose:	\$
		Total:	\$

Explanation of above expenses (if necessary): _____

 Claimant's signature/date 2nd Vice President signature/date
(President's signature if travel is for 1st or 2nd Vice)

Ensure receipts for all claimed expenses are attached. Electronic submissions are strongly encouraged.