

# Department of Colorado Veterans of Foreign Wars of the United States GUIDELINES FOR REIMBURSEMENT 2024-2025

## GENERAL INSTRUCTIONS

Before any claim for reimbursement of expenses incurred by any officer is paid, a completed expense report must be submitted with receipts attached.

All claims for reimbursement MUST be filed within thirty (30) days of their incurrence.

Any claim received at Department Headquarters which does not meet the guidelines adopted by the Council of Administration must be approved personally by the Department Commander.

Only the Department Commander has the authority to authorize travel other than that authorized by guidelines. As such, reimbursable travel expenses will require PRIOR written approval from the Department Commander.

**Meals and drinks are NOT a reimbursable expense.**

Per Diem shall be defined as \$75.00.

Reimbursement for ground travel will be calculated using receipts for the purchase of fuel. In the instance of low MPG vehicles, such as motor homes, the lesser of fuel receipts or \$0.50 per mile will be used to calculate the reimbursement.

## DEPARTMENT CREDIT CARDS

Department credit cards will be issued to the Department Commander, Department Senior Vice Commander, Department Junior Vice Commander, and Department Quartermaster. Travel expenses (such as airfare, motel rooms, ground transportation) authorized by the Department Commander can be charged on their respective cards. The credit card issued to the Department Quartermaster may also be used for Department Headquarters repairs, maintenance, office supplies, and other expenses, for both the Headquarters Office and Service Office, as authorized by the Department Commander. All receipts are to be turned into Department Headquarters.

Above Department Officers may charge airfare for spouses to Department credit cards. All Department Officers, with the exception of the State Commander, will reimburse Department for this.

## GUIDELINES FOR REIMBURSEMENT FOR DEPARTMENT COMMANDER

The Department Commander shall be reimbursed for expenses incurred in carrying out the duties of their office, **not to exceed the amount of their expense account.**

The Department Commander shall have responsibility for approving reimbursement of expenses to any officer or member of this organization when directed to perform duties not covered by these guidelines.

When traveling to carry out their duties necessitates flying, the Department Commander will be authorized reimbursement for round trip coach fare for themselves and their spouse or significant other, if their spouse or significant other accompanies them (when paid by personal credit card).

The Department Commander may not exceed the amount appropriated in their account as listed in the approved budget by the Department of Colorado Council of Administration in accordance with Department By-Laws.

## **GUIDELINES FOR REIMBURSEMENT FOR DEPARTMENT COMMANDER (CON'T)**

**Any overages will be reimbursed to the Department by June 30.**

### **DEPARTMENT COMMANDER VEHICLE FUND**

The Department Commander will be allowed a one-time allowance towards the purchase, lease or financing of a vehicle for both their personal and business use while service as State Commander, Department of Colorado, Veterans of Foreign Wars of the United States. The State Commander gets to keep the car once out of office. This must be used within 30 days from the date of the approval of the budget. All other expenses incurred in the purchase, leasing or financing of the vehicle will be the sole responsibility of the State Commander.

The following requirements must be met during the individual's year in office:

1. The State Commander is required to visit each District in the Department of Colorado
2. This requirement can only be met once Elected and Installed as the State Commander.
3. If this requirement is not met, then the money given must be repaid, unless there are circumstances beyond the control of the State Commander that would prevent visiting each District.
4. The Department of Colorado Council of Administration must approve this policy and would need to approve any deviation from this policy.

### **GUIDELINES FOR REIMBURSEMENT FOR THE DEPARTMENT SENIOR VICE COMMANDER, JUNIOR VICE COMMANDER, QUARTERMASTER, SURGEON, JUDGE ADVOCATE, CHAPLAIN, ADJUTANT, AND CHIEF OF STAFF**

The Department Senior Vice Commander, Junior Vice Commander, Quartermaster, Surgeon, Judge Advocate, Chaplain, Adjutant, and Chief of Staff will be authorized *per diem* expenses at the rate established and authorized by the Council of Administration, as approved by the Department Commander, in carrying out the duties of their offices. Chaplain and Judge Advocate will be reimbursed at the District Commander's rate for attending Department of Colorado Council meetings. Only one reimbursement is authorized

When traveling to carry out their duties at the direction of the Department Commander necessitates flying, the Senior Vice Commander, Junior Vice Commander, Quartermaster, Surgeon, Judge Advocate, Adjutant, Chaplain and Chief of Staff will be authorized reimbursement for round trip coach airfare, if paid by personnel credit card

The Department Senior Vice Commander, Junior Vice Commander, Quartermaster, Surgeon, and Chief of Staff may not exceed the amount appropriated in the budget for their respective offices as approved by the Department Council of Administration. Any overages will be reimbursed to the Department by June 30.

If a situation occurs that requires one of the Department Officers to temporarily fill the position of another officer, expenses for that Department Officer will be taken from the officer position they are temporarily filling.

When a Department Officer receives a travel stipend from the National VFW Headquarters, that Officer shall sign the check over to the Department of Colorado to offset the travel expenses charged to their Department issued credit card.

## **GUIDELINES FOR REIMBURSEMENT FOR ALL OTHER DEPARTMENT OFFICERS**

Travel or other expenses for which a claim for reimbursement will be filed, in the performance of their duties, must be approved in writing, in advance, by the Department Commander. All Department Officers are required to sign an agreement that they have read the above Guidelines.

## **GUIDELINES FOR SUBMITTING CLAIM FOR REIMBURSEMENT DISTRICT COMMANDERS**

It is Department policy to reimburse District Commanders for authorized expenses incurred in the performance of their duties as a Department Officer at the rates authorized by the current Council of Administration.

Claims for reimbursement must be submitted within thirty (30) days after performance of such duties on an approved claim for reimbursement form (*i.e.*, expense report) with the Department.

The following guidelines should be followed when submitting claims for reimbursement. Any deviation from these guidelines must be approved by the Department Commander.

**DISTRICT COMMANDER VISITS:** District Commanders will be authorized fuel expenses to make one (1) official visit to each Post within their District. A District Commander's visitation form **MUST** accompany the claim for reimbursement.

**OTHER POST VISITS:** District Commanders will be authorized fuel expenses for one (1) additional visit to each Post within his District, provided that a detailed written report of the first meeting be submitted to the Department Commander and a second visit be approved by the Department Commander, in advance.

**COUNCIL OF ADMINISTRATION MEETING:** District Commanders, if their one-way travel is more than 100 miles from their place of residence to the Council meeting, will be authorized two days *per diem*. If the District Commander's one-way travel is less than 100 miles from their place of residence to the Council meeting, only one day of *per diem* is authorized. District Commanders also will receive a onetime round-trip mileage of .50 cents per mile from their home to the Council meeting provided the District Commander is present and answers roll call on both days. In the absence of the District Commander, the District Senior Vice Commander, and in the absence of the District Senior Vice Commander, the District Junior Vice Commander may function as a member of the Council of Administration. If the District Commander is represented by either the Senior or Junior Vice Commander, then the authorized designee shall be eligible for the *per diem* and mileage reimbursement. No other District Officers will be reimbursed for travel unless prior written approval is received from the Department Commander. Those District Commanders or their authorized designee, who attend via electronic means (if available), are not eligible for any kind of reimbursement.

**STATE CONVENTION:** Outgoing District Commanders, who attend the State Convention, will be authorized 3-days *per diem* and mileage for one trip to the convention location and one trip home, from their place of residence to the Convention site and return, provided they are present and answer roll call at their respective Council and Convention meetings.

**MISCELLANEOUS TRAVEL:** District Commanders may be authorized expenses for travel not covered by these guidelines when prior approval has been given by the Department Commander. When traveling 100 miles or more, one-way, to conduct Department business as authorized by the Department Commander, with a requirement to remain more than one day, *per diem* and fuel reimbursement will be allowed upon receipts being submitted.

## **COMMITTEE CHAIRPERSONS**

Committee Chairpersons will be authorized reimbursement for actual expenses needed to carry out their duties. Authorization for reimbursement must be obtained in advance and in writing. One member of the Department Auditing Committee is authorized reimbursement at the District Commander rate for attending Department Council of Administration meetings.

Claims for reimbursement must be submitted within thirty (30) days after the performance of such duties on an approved claim for reimbursement form with the Department.

## **DEPARTMENT EMPLOYEES**

Department employees (other than those acting in the capacity of Department Officers) required to travel at the direction of the Department Commander, in their capacity as employees will be authorized to claim reimbursement for actual out-of-pocket expenses, as long as it does not conflict with National and Department By-Laws.

### **SIGN ABOVE YOUR OFFICE/POSITION**

State Commander	State Sr. Vice Commander	State Jr. Vice Commander
State Quartermaster	State Adjutant	State Surgeon
State Chaplain	State Judge Advocate	State Inspector
State Chief of Staff	Jr. Past Commander	District #1 Commander
District #2 Commander	District #3 Commander	District #4 Commander
District #5 Commander	District #6 Commander	District #7 Commander
District #8 Commander	District #9 Commander	District #10 Commander
District #11 Commander	District #12 Commander	District #13 Commander
Dept HQ-Admin. Assist	Service Officer	Assistant Service Officer
Dept HQ-Receptionist	Asst. Service Officer (G.J)	S/O Admin Asst/Claims Consultant