

**Department of Colorado
Veterans of Foreign Wars of the United States
GUIDELINES FOR REIMBURSEMENT
2021-2022**

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 \$45.

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 \$0.45 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 in to 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.

**2021-2022 GUIDELINES FOR REIMBURSEMENT
DEPARTMENT COMMANDER**

The Department Commander shall be reimbursed for expenses incurred in carrying out the duties of their office.

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.

DEPARTMENT COMMANDER (continued)

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, if their spouse accompanies them.

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.

The Department Commander will be allowed a one-time allowance for the purchase or lease of a vehicle. This must be used within 30 days from the date of the approval of the budget. All other expenses incurred in the purchase or lease of the vehicle will be the sole responsibility of the Department Commander.

2021-2022 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.

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, and Chief of Staff will be authorized reimbursement for round trip coach airfare.

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.

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.

2021-2022 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.

2021-2022 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 meeting 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. Reimbursement for round trip fuel expenses, provided District Commanders are present and answer roll call at the respective Saturday Training Sessions and Sunday Council meetings, is also authorized. 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 reimbursement of fuel expenses. No other District Officers will be reimbursed for travel unless prior written approval is received from the Department Commander.

STATE CONVENTION: Outgoing District Commanders, who attend the State Convention, will be authorized 3-days *per diem* and fuel expenses 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.

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 the amount of 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