

POLICY REQUIREMENTS AS TO THE EXPENSES FOR STATE OFFICERS

1. The Veterans of foreign Wars, State of West Virginia, will operate its Financial Affairs on a FISCAL YEAR of July 1st thru June 30th. All requests for reimbursement of expenses shall be submitted on an Expense Voucher provided by the Adjutant at State Headquarters.
2. All State Officers will submit an itemized account of their expenses and forward said voucher directly to State Headquarters to be approved by the State Commander.
3. Due to the Department Financial System, only members of the Council of Administration will receive reimbursement of expenses. The exception to this being the travel of Committee Members or designated members on State Business at the direct request of the State Commander.
4. Department vehicles may only be used for official Department travel. If the Commander or Adjutant/Quartermaster chose to use their own vehicle for official travel, they will only be reimbursed for the purchase of gas. Use of the State credit card provided to purchase the gas is preferred.
5. Mileage for non-department vehicles if not already receiving a stipend for travel may be charged at fifty cents (.50) per mile, however when more than one (1) person is entitled to expenses and rides in the same car, ONLY one (1) person will receive reimbursement for mileage. Members not traveling on official state business shall require prior approval from the Department Commander for ride sharing in a Department owned vehicle.
6. Reimbursement for meals is included in the travel reimbursement rate.
7. Hotel and motel rooms shall be charged out at the Single Rate of the hotel or motel in which you are staying. Such expenses will be allowable only when authorized and accompanied by a receipt. Room sharing shall

require prior approval by the Commander and shall require the non-reimbursable member to pay a prorated portion of the rate.

8. Other expenses can be submitted if in the direct interest of Veterans of Foreign Wars business such as postage, tolls, telephones, copies or gas receipts.
9. All expense vouchers must be forwarded to State Headquarters not more than thirty (30) days following any reimbursable activity for approval by the State Commander.
10. All expenses incurred during the State Convention MUST be turned in before June 30th. This is a requirement for year-end close out.
11. Any Council Member who fails to answer the Roll Call of Officers at the opening of the Council of Administration Meeting or Roll Call at the Conference or Convention without a valid excuse will not receive Travel and Hotel Expenses. Valid excuse will mean attending a Committee Meeting, sickness, excused by the State Commander or late in arriving in the City where the meeting is being held. It will be incumbent for the Council Member to see that his name is recorded as he enters the meeting after the Roll Call has been taken. If not available to attend the District Commander will ensure representation by the District Senior or Junior Vice Commander.
12. The State Commander will be given a VISA card chargeable to his Travel Expense Account and other appropriate line items (e.g. postage, computer supplies, etc.)
13. The State Quartermaster/Adjutant will be given a VISA card, chargeable to the Other Officers Travel Account and other appropriate line items (e.g. postage, building maintenance, etc.)
14. When provided an auto for use by the State Commander and Quartermaster said vehicles MUST BE LETTERED (no magnetic signs).

15. Neither the State Commander nor full-time State Quartermaster/Adjutant shall hold a Political Office during their term of office.
16. The State Quartermaster is authorized and encouraged to domicile the State vehicle at his/her home. The assigned vehicle may be used for travel to and from State Headquarters and for miscellaneous use such as banking or Postal through the day.
17. In the event a State Officer becomes deprived of representation at a Conference, Convention or COA meeting the member shall become ineligible for reimbursement effective that date/time.

Approved by the Council of Administration on October 5, 2019.