

Veterans of Foreign Wars of the United States
Department of South Carolina
Reimbursement Policy



Council of Administration and
Chairpersons appointed by the Department Commander

Approved by the VFW South Carolina Council of Administration on 6 October, 2018

**Reimbursement Policy for Department of South Carolina Council Members,
Chairman, and other Officials**

General Travel and Reimbursement Policy Guidelines

- Within the guidelines established by this travel and reimbursement policy, the Department Quartermaster is instructed to oversee all VFW Department travel and reimbursement expenditures and, as deemed appropriate, adopt such additional practices that will lower the cost of any travel or other reimbursements paid by the VFW Department of South Carolina.
- Only authorized comrades, as authorized by the Department Commander shall be reimbursed to attend any event.
- No duplicate payments will be made to an individual serving in dual capacities at any single event.
- District Commanders shall appoint to represent the District in their absence only their Sr. Vice. Commander or Jr. Vice Commander to attend Council of Administration meetings, in their absence, to include conferences or conventions. The Department Quartermaster shall be notified, by the District Commander, of this appointment prior to the event.
- All Travel paid or reimbursed by the VFW, Department of South Carolina, except as otherwise provided herein, will be at the lowest available coach class rates for air fair or at \$0.35 per mile traveled, whichever is less. There will be no reimbursement for any parking at an event within the State of South Carolina. There will be no reimbursement for valet parking within or outside the State of South Carolina. For those traveling outside the State of South Carolina for duties shall be reimbursed at the lesser cost of either coach by air travel or at \$0.35 per mile traveled. No comrade, except the Department Commander, shall be reimbursed for meals. The Department Commander shall only be reimbursed for meals when they are entertaining National VFW Representatives or providing a meal for a congregation of members from South Carolina at a National Convention or Southern Conference event.
- Travel situations may arise for which no specific provision is stipulated in this travel policy, or in which the policy may cause an extreme hardship. Expenses in such situations must be submitted to the Department Quartermaster for recommendation to and authorized in advance by the Department Commander.
- When traveling by air, comrades are entitled to be reimbursed for travel to and from their residence to the airport and, upon presentation of a receipt, an amount not to exceed \$15.00 per day for airport parking.

- The Department Council of Administration members will be reimbursed for travel to and from the Council of Administration meeting. Appointed Chairpersons will be reimbursed for travel if they are scheduled to speak by the Department Commander at a Council of Administration meeting.
- The Department Council of Administration will be reimbursed for lodging at the approved Department Conference/Convention hotel at the established rate for up to two (2) nights. A receipt from the hotel must be attached to the submitted voucher. An exception to this policy would be the Department Commander and Quartermaster pertaining to duties with the hotel. The Department Commander may direct the Department Sr. Vice Commander, Department Jr. Vice Commander and the Department Chief of Staff be present if the VFW National Representative arrives early at a Department Conference or Convention. Those Comrades will be reimbursed for those nights as authorized by the Department Commander.
- The Conference/Convention Committee shall be reimbursed for one (1) night at a Department Conference or Convention in accordance with their duties. Budget and Finance Committee shall not be reimbursed at the Conference or Convention. All other Department Chairpersons shall be reimbursed for one (1) night lodging, only if they are on the Department Commander's meeting agenda and scheduled to speak.
- The Immediate Past State Commander (IPSC) shall have up to one-thousand (\$1000.00) in their IPSC line item budget for reimbursement towards the VFW National Convention.
- The Department of South Carolina shall cover the registration/banquet fee of all Past Department Commanders.
- Automobile rentals are not reimbursable.
- If a Department Council member or Chairperson exceeds their budget maximum for the year, the Department Quartermaster, with the review of the Budget and Finance Committee may make a recommendation to the Department Council of Administration for approval or disapproval.
- The new administrative year starts with the installation of the Department Commander at the Department Convention. The fiscal year starts on 1 July of every year. When the Department Commander is installed at the Department Convention, Department Officers, the Council of Administration, and the Chairperson's will continue to use the Officer's or Chairperson's line item for expenses for the current fiscal year until the next fiscal year begins.

- Uniforms will be ordered through the Department Quartermaster and the expense will be charged to the comrade's budget line item. If the Chairperson's do not have a line item in the budget, the Department Quartermaster will not order items unless the monies are submitted to the Department Quartermaster by the individual prior to ordering. These uniform items will consist of hats, shirts, and name tags. The Department will purchase one (1) hat, 1 name tag, and up to 2 shirts per position elected or appointed. The ordering of uniform items by the Department Quartermaster will only happen once, no matter how long the position is held.
- Department Officers and Chairman will only be reimbursed from one source for one event. IE: If a post supports an individual to attend an event the Department shall not reimburse that same individual for the same event.
- All Reimbursements will be submitted to the Department Quartermaster not later than 45 days after a reimbursable event.
- Cancellation for the Department Conference or Convention registration will be reimbursed if the individual submits the request prior to two weeks before to the event. The Department will reimburse registration fees after two weeks before the event due to individual personal medical issues. Family Emergencies will be addressed on a case by case basis with the Department Quartermaster with a recommendation for reimbursement to the Department Commander.
- Hotel reimbursements for VFW events, will be reimbursed at the hotel rate established by the hosting organization to include tax.