

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

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

General Travel and Reimbursement Policy Guidelines  
EFFECTIVE DATE OF THIS POLICY IS 1 JAN 2023

1. Within the guidelines established by this travel and reimbursement policy, the Department Quartermaster is instructed to oversee all VFW Department travel and reimbursement expenditures.
2. The Department Commander will authorize comrades for reimbursement to attend an event.
3. No duplicate payments will be made to an individual serving in dual capacities at any single event.
4. In the absence of the District Commanders, only their Sr. Vice Commander or Jr. Vice Commander may represent them in Council of Administration meetings, to include conferences or conventions. Persons representing Districts will be funded against the District Line Item. District Commanders will notify the Department Quartermaster of any substitution prior to the event.
5. 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 \$0.45 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 \$0.45 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. District Commanders are authorized to pay for meals at their District Convention.

6. 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.
7. When traveling by air, comrades who have budgeted line items 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 \$20.00 per day for airport parking.
8. 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.
9. The Department Council of Administration (member or comrade) 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.
10. The Department Commander may direct designated members 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.
11. The Council and Conference/Convention Committee shall be reimbursed for two (2) nights at a Department Conference or Convention in accordance with their duties. Budget and Finance Committee shall be reimbursed at the Conference or Convention for

one (1) night. 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.

12. 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.
13. The Department of South Carolina shall cover the registration/banquet fee of all Past Department Commanders.
14. Automobile rentals are not reimbursable.
15. Department Council member or Chairperson must request thru the State Quartermaster and Budget and Finance Committee, with approval from the CoA, to exceed their budget.
16. 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 Chairpersons 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.
17. All officers will order their own uniform supplies directly through the VFW Store. Provide receipts to the QM for reimbursement. All expenses will be charged to the comrade's budget line item. Chairperson's, who do not have a line item in the budget, will not receive reimbursement from Department. Uniform items will consist of one (1) VFW hat, (1) shirt (either State polo or VFW white), (1) name tag and 125 business cards.
18. All Reimbursements will be submitted to the Department Quartermaster not later than 45 days after a reimbursable event.

19. Hotel reimbursements for VFW events will be reimbursed at the hotel rate established by the hosting organization to include tax. This means the member will only be reimbursed at the contracted group rate.
20. All payments from Department for travel or other reimbursements will only be made thru Electronic Funds transfer (EFT). EFT forms are available from the QM or the member's bank. Comrades who are unable to enroll in EFT will not receive travel or other reimbursements from Department.

"Approved by the Council of Administration on November 5, 2022."

Kevin L. Joy  
Adjutant  
Department of South Carolina  
Veterans of Foreign Wars