



Travel Expense Policy

Last revised and adopted August 10, 2018 · Membership approval August 11, 2018

PURPOSE

The following policy is for the payment and documenting of expenses for AMVETS Riders National Officers and other members of the Riders Organization when authorized by the Riders National President and Riders National Executive Board.

PAYMENT RATES BY POSITION

Payment for attendance at National Executive Committee Meetings, Mid-Year Rally, and National Conventions will be paid at the following rates:

National President

Travel shall be paid either full airfare or mileage reimbursement rate, which will be the choice of the RNP. The RNP may have a suite when booking rooms. Allotted days of reimbursed lodging shall be a maximum of **four (4) days** for National Executive Committee Meetings plus Mid-Year Rally, and a maximum of **seven (7) days** for the National Convention. Additional days must be pre-approved in writing by the NEB. The RNP may rent a vehicle when needed while attending authorized functions for National Riders with prior approval of the NEB.

Elected Officers

Travel shall be paid at the lesser rate of mileage or airfare. If requesting mileage or airfare that exceeds \$500, the Officer must provide comparison documentation as proof of which is the lesser amount and shall get prior approval from the NEB. Mileage reimbursement may include tolls or pass fees.

Lodging shall be paid at the full rate of a 1- or 2-bed regular room; any charges for a more expensive room will be paid by the Officer. Maximum of **three (3) days** for National Executive Committee Meetings, National Convention, and Mid-Year Rally; additional days must be pre-approved by the NEB.

One of the following Appointed Officers — RNS, RNCO, or RNPO — may be approved for **four (4) days** for Convention and Mid-Year in order to organize and set up for meetings ahead of time. Any additional expenses must have prior approval from the NEB.

If mileage is less than 100 miles round trip, the individual must have pre-approval by the Riders National Executive Board in order to be reimbursed for hotel accommodations.

Position	Reimbursement
Immediate Past President	Reimbursed at the same rate as Elected Officers. Any additional expenses must have prior approval from the NEB.
Past National Presidents	Up to \$750.00 to cover travel and/or lodging with approved receipts. Any additional expenses must have prior approval from the NEB.
Appointed Officers	Reimbursed at the same rate as Elected Officers. Any additional expenses must have prior approval from the Riders National Executive Board.
Official Business Travel	Individuals traveling on Official Business as directed by the Riders National President and Riders National Executive Board shall be reimbursed at actual cost unless different reimbursements are agreed upon before expenses are incurred.

REIMBURSEMENT RATES

Expense	Rate and Conditions
Mileage	\$0.36 per mile , based on Google Maps from home address to event. Mileage reimbursement may include tolls and shall not exceed \$500.00 without prior approval from the NEB.
Airfare	Based on the lowest airfare available a minimum of 30 days prior to the scheduled event date, to include round-trip mileage to the airport, parking, and baggage fees. Airfare shall be for Economy Class travel or the lowest-priced airfare available on priceline.com, and shall not exceed \$500.00 without prior approval from the NEB. When booking airfare in advance, any and all Officers may opt to take flight cancellation insurance.
Authorized Miscellaneous Expenses	Paid at actual cost as long as receipts are provided with proper documentation and approval.
Attendance	Any Officer who does not attend, or is late to, required meetings they were financed to attend may be required to forfeit financing for that day of lodging and possibly travel, unless excused by the RNP and NEB.

RECEIPTS AND REPORTING

- All expenses incurred while on official business shall be accounted for with legible **receipts** clearly stating the **individual's name, date, place of purchase, and amount**. The Treasurer shall date and initial receipts when received.
- Expenses shall be listed on the Official AMVETS Riders Travel and/or Expense Report and submitted to the National Riders Treasurer **no later than the 10th of the month** immediately following the expenditure.

Expense Report Amount	Required Approval Signatures
Over \$100	Two (2) National Riders Officers: one (1) shall be the National Riders Treasurer, and the other may be the RNP, 1st Vice, or 2nd Vice. Email approval is acceptable as long as it is filed with the expense sheet.
\$100 or less	One (1) approval signature, which shall be the Treasurer. If the charges are by the Treasurer, the one (1) signature shall be the Riders National President, Riders National 1st Vice, or Riders National 2nd Vice.

No Officer can be an approval signature on their own expense sheet.

AMVETS Riders Credit Card Charges

All expenses charged to the AMVETS Riders Credit Card must have supporting documentation to be valid. All National Officers are required to submit receipts to the National Riders Treasurer by the 10th day of the month following the month the expense is incurred (example: charge 4/17/2017; receipt must be turned in by 5/10/17). The National Riders Treasurer is responsible for ensuring all credit card charges have supporting receipts.

- **Non-travel expenses:** Official AMVETS Riders expense reports must be completed for all non-travel expenses in the month incurred and submitted in accordance with the timeline stated above. Multiple expenses within the same month may be recorded on one (1) report.
- **Travel expenses:** An official AMVETS Riders expense report must be completed and submitted to the National Riders Treasurer in accordance with the timelines stated above. Expenses on the report must indicate whether credit card or cash was used, and all expenses must have receipts.
- **Three (3) strike rule:** Any Officer not following proper procedure for turning in receipts and documentation shall fall under the three (3) strike rule. After three (3) instances of not turning in proper paperwork, their credit card will be revoked, and they will have to pay for all expenses on their own and then file for reimbursement.

Non-Credit Card Charges

Follow the same policies as the AMVETS Riders Credit Card in order to be reimbursed.

TRAVEL AND LODGING ARRANGEMENTS AND PAYMENT

- Each individual is responsible for making their own travel and lodging arrangements. Failure to make proper arrangements will be at the expense of the **individual** and **not** the Riders Organization. No reimbursements will be made for improper travel, lodging, or other expenses incurred.
- There will be no advance payment for travel, lodging, or other expenses except when authorized by the Riders National President and Riders National Executive Board, who shall assume responsibility for any and all costs or losses associated with any advance payment not used or recovered. Each National Officer has their own National Riders credit card and may use it for authorized travel expenses.

GENERAL PROVISIONS

- At no time will AMVETS Riders credit cards, banking account information, or any check which is not properly completed be given to any individual or entity except by the individual authorized to do so.
- Any reimbursement received, or being received, from the member's Parent Organization, Chapter, or Department is to be used first before National Riders picks up the remaining cost of eligible expenses.
- This Travel Expense Policy is not a guarantee of all reimbursements stated. For acceptable financial reasons, and if approved by a two-thirds (2/3) vote of the Riders National Executive Board, any or all reimbursements may be reduced or eliminated. Prior notification of reimbursement changes will be given before expenses are incurred by the individual.
- Each National Riders Officer, prior to receiving a National Riders credit card, shall sign this Travel Expense Policy, and a copy shall be filed with the Riders National Secretary and Treasurer.

REVISION HISTORY

Action	Date
Revised and adopted	May 5, 2017
Membership approval	May 6, 2017
Revised and adopted	August 11, 2017
Membership approval	August 12, 2017
Revised and adopted	August 10, 2018
Membership approval	August 11, 2018

OFFICER ACKNOWLEDGMENT

I have read and agree to abide by the National AMVETS Riders Travel Expense Policy.

Officer Name (print)

National Office Held

Signature

Date