



## NATIONAL AMVETS RIDERS TRAVEL EXPENSE POLICY

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 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 choice of the RNP. RNP may have a suite when booking rooms and allotted days of reimbursed lodging shall be, maximum of FOUR (4) days for National Executive Committee Meetings plus Mid-Year Rally and SEVEN (7) days Maximum for the National Convention, additional days must be pre-approved in writing by the NEB. 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- Officer must provide comparison documentation for proof of which is the lesser amount and shall get prior approval from 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, individual must have pre approval by the Riders National Executive Board in order to be reimbursed for hotel accommodations.

**Immediate Past:** Shall be reimbursed at the same rate as Elected Officers. Any additional expenses must have prior approval from the NEB.

**Past National Presidents:** Will receive up to \$250.00 to cover travel and or lodging with approved receipts. Any additional expenses must have prior approval from the NEB.

**Appointed Officers:** Shall be 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:

Mileage shall be paid at a rate of \$ 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 NEB. Air Fare shall be based on the lowest air fare available a minimum of 30 days prior to the scheduled event date, to include round trip mileage to the airport, parking and baggage fees. Air Fare 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 NEB. When booking airfare in advance any and all Officers can opt to take flight cancelation insurance.

Authorized Misc. Expenses: Shall be paid at actual cost for expense as long as receipts are provided with proper documentation and approval.

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 possible travel unless excused by the RNP and NEB.

## RECEIPTS and REPORTING

All expenses incurred while on official business shall be accounted for with legible RECIEPTS 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 10<sup>th</sup> of the month immediately following the expenditure. All expense reports that exceed \$100- must be signed by a combination of TWO (2) National Riders Officers and ONE (1) shall be National Riders Treasurer and the other may be either RNP, 1st Vice, or 2nd Vice, email approval is acceptable as long as it is filed with the expense sheet. No Officer can be an approval signature on their own expense sheet. Any expenses \$100- or less only need one (1) approval signature which shall be the Treasurer unless it is charges by the Treasurer, than the one (1) signature shall be either Riders National President, Riders National 1<sup>st</sup> Vice, or Riders National 2<sup>nd</sup> Vice.

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 National Riders Treasurer by the 10<sup>th</sup> day of the following month the expense is incurred. (Example: charge 4/17/2017; receipt must be turned in by 5/10/17). National Riders Treasurer is responsible for ensuring all credit card charges have supporting receipts.

- Non-travel expenses: All official AMVETS Riders expense reports must be completed for all non-travel expenses in the month incurred and submitted in accordance to 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 time lines stated above. Expenses on report must indicate whether credit card or cash was utilized, and all expenses must have receipts.

- Any Officer not following proper procedure for turning in receipts and documentation shall fall under the three (3) strike rule. After three (3) times of not turning in proper paperwork their credit card will be revoked and will have to pay for all expenses on their own and then file for reimbursement.

Non-Credit Card charges: - Follows same policies as AMVETS Riders Credit Card in order to be reimbursed.

#### TRAVEL and LODGING ARRANGMENTS 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 advanced payment for Travel, Lodging, or other expenses except when authorized by the Riders National President and Riders National Executive Board whom 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.

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 receiving from their 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. If for acceptable financial reasons and approved by 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 individual.

This Policy was revised and adopted 8/10/2018 at Convention by National Riders Finance Committee. Approved and adopted by the body 8/11/2018 at the Convention General Meeting.

Each National Riders Officer prior to receiving a National Riders credit card shall sign Travel Expense Policy and a copy shall be filed with the Riders National Secretary and Treasurer.

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Print Name

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Sign Name