

SONS DETACHMENT OF ARIZONA FINANCE PROCEDURE RULES

The Sons of
The AMERICAN LEGION
DETACHMENT of ARIZONA

DETACHMENT FINANCE PROCEDURES

Volume 1

Effective Date November 4th, 2024

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Section One

A. Purpose

The purpose of these procedures is to ensure that there is a uniform method of accomplishing the Detachment Financial affairs, to have available at all times and in one concise document all rules, procedures and regulations pertaining to the use and accounting of Detachment funds with a readily available reference file for Detachment guidance.

1. The goal of all Detachment Financial Policies is to provide safeguards on funds, responsible spending, and provide an equal opportunity for all members to serve the Detachment without constraint to their personal financial position.
2. This manual includes fiscal policies established by the Detachment, and fiscal procedures designed to implement those policies and provide simple methods to manage the organization's business affairs.
3. The manual will be updated periodically to reflect changes and clarifications in policies and procedures. The Detachment Adjutant and Finance Officer will establish appropriate procedures within the guidance of the governing documents to be certain that the manual in use is updated and outdated policies and procedures are removed with approval by the AZSAL Detachment Finance Committee.

B. Terminology and Abbreviations

In order to facilitate understandable reading of the contents of these manuals and to reduce the volume of print, the following will be applied:

1. The term 'The American Legion, Department of Arizona' will be termed as "Department".
2. The term 'Department of Arizona Executive Committee' will be termed "DEC".
3. The term 'Sons of The American Legion, Detachment of Arizona' will be termed "Detachment".
4. The term 'Detachment of Arizona Executive Committee' will be termed "SALDEC".
5. Officers and Committees otherwise referenced shall be by their respective titles.
6. The terms 'Detachment Constitution', 'Detachment By Laws', and 'Detachment Standing Rules' will be termed "Const, Bylaws, and SR" respectively.
7. The term 'Financial Policy and Procedures manual' will be termed "FPPM".

C. Authority

The authority for content going forward after initial approval of the AZSAL Body and the Department DEC, rest with the Detachment Finance Committee as approved by the Constitution, By Laws, and Standing Rules of the Detachment, the SALDEC as approved by the Constitution, By Laws, and Standing Rules of the Detachment as approved by the DEC. Overriding all authority is the Department as the Detachment is a subsidiary program of the Department and owned wholly as such by Department. In all cases Detachment Policy is subservient to Department Policies and Procedure.

1. This Financial Policy and Procedures manual are incorporated into the Standing Rules of Detachment subordinate to the Constitution and By Laws of Detachment.
2. The new section of the Standing Rules is to be termed Detachment Manuals (anticipating other manuals incorporation).
3. The Detachment Adjutant and the Detachment Finance Officer, separately and equally hold responsibility for the accurate reporting and safekeeping of the Detachment Finances and

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Documents. Each officer also holds particular duties in carrying out the operations of Detachment Finances as spelled out in this manual.

D. Changes

1. Periodic updates to this FPPM by the Adjutant and/or Finance officer as allowed under Section One, A-3, will be reported to the Detachment Finance Committee Chairman within 10 business days after being made. The Detachment Finance Committee then has 10 business days to call action if it opposes the change, or it becomes an approved part of this manual.
2. Major changes to this FPPM are authorized through Detachment Finance Committee action (majority vote necessary), then approval of the SALDEC and then the DEC.
3. Whenever ANY part a procedure is legally changed, the entire Procedure manual (the entire document) is required to be rewritten and dated as approved for it to take effect (new volume number, date of update).
4. Re-writing shall fall under custodial duties of the Detachment Adjutant with new volume forwarded to the Detachment Commander, Detachment Finance Committee Chairman and to the Department Adjutant upon completion.

E. Responsibilities/duties

1. Officer duties as per the FPPM:
 - a. It shall be the responsibility of the Detachment Adjutant to carry out the intent of all procedures unless otherwise stated. A numerical file shall be kept of all procedures in book, binder, or in such a manner as to keep all procedures together and available at all times (Electronic means are acceptable).
 - b. The duties of the Detachment Commander are as Detachment Chief Executive Officer. The senior executive officer with responsibility for implementing plans and policies related to Detachment's operational efficiency and strategic management as prescribed by the Detachment Finance Committee/SALDEC, and following the Detachment Const, Bylaws, and SR.
 - c. The duties of the Detachment Adjutant are as Detachment Chief Operating Officer. A senior executive officer with responsibility for managing and executing the day-to-day operations of Detachment as prescribed by the Detachment Finance Committee/SALDEC, and following the Detachment Const, Bylaws, and SR. And as custodial keeper of the Detachment Const, Bylaws, and SR.
 - d. The duties of the Finance Officer are as Detachment Chief Financial Officer. A senior executive officer with responsibility for keeping of the financial affairs of the Detachment as prescribed by the Detachment Finance Committee/SALDEC, and following the Detachment Const, Bylaws, and SR.
 - e. It is the responsibility of the Detachment Finance Officer with oversight, review and approval of the Detachment Adjutant, to carry out the intent of financial procedures as stated.
 - f. Any/All Detachment Committees (with exception of the SALDEC as a whole) dealing with Detachment Finances will be prescribed a sub-set of Detachment Financial Procedures that will be considered subservient to this manual. Any/All Detachment Committee Chairs shall always need the financial auspices and approval of the Detachment Adjutant and Detachment Finance Officer in financial matters.

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2. Budget Preparation and Execution

- a. The Detachment Adjutant and Detachment Finance Officer will prepare a budget for the following fiscal year to present to the Detachment Finance Committee for approval or denial on or before a date that is 4 weeks out from SAL the State Convention. If approved the budget moves to SALDEC for approval/denial, then on to DEC for approval/denial. If denied at any point, the budget is returned to the Adjutant and Finance Officer for expedient revisions and resubmittal.
- b. After approval the budget is filed with the Adjutant to mark official and supplied as needed to concerned officers or committees. The Finance Officer is to receive an official copy.
- c. Line items that are approved for expenses shall be paid out by the Detachment Finance Officer after approval of the Detachment Adjutant (with exception of dues outgoing to Squadrons or National per capita fees which may be paid out by the Membership Officer after approval of the Adjutant). All Officer/Chairs/PDCs expense reports need Adjutant approval before payment. Any/all budget overrides or non-budgeted expenses will be handled as per the Detachment Constitution, By Laws and/or Standing rules on such matters.
- d. If ever the Finance Officer or Membership Officer is in question of the Adjutants approval/denial for payment, they may withhold payment pending a filed written request to the Finance Committee Chairman (filed within 5 business days from Adjutant approval) for payment approval/denial (copied in writing to the Adjutant). The Detachment Finance Committee has 10 business days to answer such request, or payment shall be made/denied as per Adjutant ruling.
- e. Final acceptance of the Detachment proposed budget and FPPM will conform to the same approval process as per the Detachment Constitution and/or by Laws rules on such matters. Pending DEC final approval.
- f. The fiscal year for the Detachment Budget commences on July 1st of the new fiscal year and ends on June 30th of the following year.

F. Signer policy

1. NO DETACHMENT OFFICER SHALL EVER BE A SIGNER ON A PAYMENT ISSUED TO ONESELF. In the case of necessary signers, the Department Adjutant may sign necessary payments. Violations of this rule are absolute in violation. 1st violation requires reasoning from offending Officer to the SALDEC for reinstatement of signer rights. 2nd violation results in immediate removal from duties assigned with signer rights, unappealable.
2. Authorized signers are as follows; the Detachment Adjutant is an authorized signer on all Detachment Accounts (all checking, savings, investment accounts, credit accounts or other financial accounts). The Detachment Finance Officer is an authorized signer on all Detachment Accounts (all checking, savings, investment accounts, credit accounts or other financial). The Detachment Membership Director is an authorized signer on Detachment Accounts that handle only membership monies (membership checking, PMP checking, PMP savings or PMP investment monies account / not on any multiple use accounts, i.e., accounts holding Detachment funds that the interest on account rolls into the PMP program). The Detachment Commander is only an authorized signer of a credit card account that is specifically set aside for Commander use (if established). The Camp Out Finance Officer is an

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authorized signer on a Detachment Account that is set up specifically for Camp Out use (during active Camp Out times). Other Detachment Committee Chairs maybe authorized on special accounts for special use of their committee if approved following standard policy. A Department authorized representative is to be set as main controller and signer on any and all accounts the Detachment uses (Department owns any and all funds of the SAL / NO ACCOUNTS may be established for Detachment use without a Department overseer/signer).

3. As approved by the Department the Detachment may have one "Acting Secretary" on Detachment accounts to aid the Department in Detachment issues. The usual person for this role is the Detachment Adjutant.
4. ALL Detachment signers must be bonded and submit to and pass background testing at Detachment expense (Department signers on Detachment accounts follow Department rules on signer qualifications).

Section Two

Detachment Books and Accounting.

A. Responsibility

The Finance Officer maintains that all active books and financial records are kept up to date (current fiscal year and audit preparation) with help of the Membership Director on membership financials. The permanent storage of all documents and financial records is the responsibility of the Adjutant.

B. Reporting

1. The Finance Officer will prepare a monthly report of reconciliation, income and expenses for the Detachment Adjutant for dispersal to the Detachment Finance Committee and Detachment Commander, and other pertinent parties, and for permanent recording.
2. The Department Adjutant is an Ex-Officio member (without vote) of the SALDEC and receives copies of all reports on finances generated out by members of the Detachment on behalf of the Detachment DEC.
3. The Detachment Adjutant shall have ready upon proper call, financial papers allowed (not corporate confidentially restricted) for inspection by Detachment members, authorized Department Officers, Detachment finance committee members, or SALDEC members. The Detachment Adjutant shall have all seeking inspection of such records sign a confidentiality agreement as all finances are corporate property of Department. The Detachment Adjutant shall allow no papers opened for review to be allowed copied or taken from the Detachment Adjutant's office without written authorization of the Department Adjutant and review by such before release. In any case arising of claimed confidentiality, the Department Adjutant shall be the arbitrator of such.

C. Audit

1. At the end of each fiscal year, in conjunction with all entities operating under the Department of Arizona Tax ID number, the Finance Officer, Membership Director, Camp Out Chairman (30 days after camp out ends), and all other Chairs with Detachment finances will submit to the Detachment Adjutant all necessary financial documents required of the Detachment Adjutant to submit for inclusion to the Department Adjutant for audit a

financial report of the ending fiscal year. The Detachment Adjutant shall include an end year report on budgetary matters, financial holdings, debt of the Detachment (Profit/loss statement, balance sheets, cash flow statements, income statements, and equity statements).

2. Once turned over to Department, the audit process of Detachment is included in their report and available when Department publishes it.
3. Custody of the complete formal audit will remain with Department.

D. Trustees

Trustees of the Department include the Department Adjutant, or members as assigned by the Department. The usual custodian of Detachment accounts is the Department Adjutant.

Section Three

Restricted Funds Accounts

A. Definitions/Nomenclature

Restricted Funds are fund balances set aside from the Detachment general operating funds. They are placed in a pooled account under their special titles (names) and their fund's usages are specified at a time of origination. Origination of such accounts come from approved methods of the Detachment Const, Bylaws, SR. as allowed, or by the Detachment Body in form of Motion/Resolution.

B. Accounting Category

These restricted funds have a separate category from other Detachment general deposit funds when reported in Detachment reports. The name of the category is established by the Detachment Adjutant and/or Detachment Finance Officer and should reflect in name the use of funds.

C. Disbursements

Restricted Funds may be transferred to the Detachment's operating funds account to provide access for disbursement to proper categories of payment from funds and/or to provide reimbursement for cost of specific programs/entities noted as being eligible for benefit from the restricted funds. Restricted funds may also be transferred to the Detachment's operating account for payments to Detachment of cost Detachment incurs due to restricted funds use or management. The transfer or disbursement of any/all funds will be journalized with the accounting records fully reflecting the program/entity receiving the funds.

D. Required Use of Funds

Restricted funds, especially funds established by the Internal Revenue Service and/or legal enactments, are established to be used for the specified benefits and not to build up a static fund.

E. Reporting

The Finance Officer will report to the Adjutant for disbursement to the SALDEC, Detachment Finance Committee, Department Adjutant and/or any other necessary entity monthly reports of Restricted Funds and annual report of such funds for inclusion into end of year reports.

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Section Four

Trust Fund Administration

A. Definition/Nomenclature

Trust Funds would be specifically defined-use funds emanating from donations, endowments, and/or bequests under wills or Living Trusts and are subject to the conditions applied under the Department of Arizona Finance Committee Policies and Procedures.

B. Acceptance of the Trust

Acceptance of an offered Trust by/on behalf of the Detachment will be authorized and entrusted to the Department conditioned upon a written approval of acceptance issued by the Department Adjutant or other persons as authorized by Department. The Department Adjutant has the option of having outside professional review of the Trust before issuing his/her approval. The Detachment is liable for professional fees arising from the review if such are not to be an expense of the Trust.

C. Operation of the Trust

The control and operation of the Trust is placed with Department to benefit the Detachment pursuant to conditions of the original Trust's intent. Reporting of the condition of the Trust will be recorded as received from the Department or it's representative agent for the management of said Trust.

Section Five

Investment of Detachment Funds

Authorization and Purpose-

The Detachment Finance Committee is empowered (by approval of Department Finance Committee and the DEC), to seek for the direct investment of Detachment funds. Funds are invested for the responsible economic purpose of deriving investment income to supplement funds needed for administering programs of Sons of The American Legion Department of Arizona. The Detachment Finance Committee empowers the Detachment Adjutant to seek/operate/manage investment funds on behalf of the Detachment in conjunction with oversight and guidance of the Detachment Finance Committee. Periodic reports are to be prepared by the Detachment Finance Officer, forwarded to the Adjutant for disbursement to the Detachment Commander, Detachment Finance Committee, Department Adjutant and/or any other entity reports of Invested Funds are necessary, and annual report of such funds for inclusion into end of year reports.

Section Six

Accounts Payable

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Pg 6

- A. Approval of expenditures of Detachment funds will be supported by the approved Detachment Budget, the Const., By laws, S.R., or reflected in meeting minutes displaying an approved motion/resolution stating the condition and purpose of the disbursement. The Detachment Adjutant and Detachment Finance Officer hold responsibility to follow the directions and course of action approved by the Detachment/Detachment DEC/Detachment Finance Committee, as allowed by Const., Bylaws, S.R., from/in called meetings.
- B. Disbursement Procedures Expense Reports
1. The Disbursement system of Detachment provides the following:
 - a. The Detachment Adjutant reviews for approval/denial as per Detachment guidelines and budget, all Detachment Officers/Committees/PDC's/other Expense Reports for accuracy and proper inclusions. After review the Adjutant forwards to the Detachment Finance Officer proper approved expense forms and approved amount for payment.
 - b. The Detachment finance Officer is responsible for timely payment and proper storage of current fiscal year Expense Reports and proper entry into the year's ledger. The Finance Officer has right of challenge on Adjutant approvals/denials on Expense Reports as per Const., Bylaws, S.R., to Detachment Finance Committee.
 - c. Detachment Officers/Committees/PDC's/other have a responsibility to file their expense reports in a timely manner so detachment books may contain accurate indications of the true state of detachment. Expense reports of nature containing items for reimbursement over one (1) month old may be denied payment by the Detachment Adjutant and/or the Detachment Finance Officer. And due to complex tax laws and individual commitments of taxpayers, ALL Detachment Officers/Committees/PDC's/other, are responsible for and MUST file their own reimbursement forms. The Detachment/Department, nor any officer of such, makes any official statements or claims about or on IRS policies and procedures.
 - d. Detachment Officers/Committees/PDC's/other have right of challenge if they feel they were reimbursed inappropriately to the Detachment Adjutant and/or Finance Officer first, for re-evaluation by such. After, if still in disagreement with action, appeal to the Detachment Finance Committee (within 10 business days of final decision of Adjutant/Finance Officer). The Detachment Finance Committee then will rule on action (within 10 business days of appeal, non-action of Detachment finance committee is considered approval of Adjutant/Finance Officer finding). After action/or lack thereof by Detachment Finance Committee, if still in disagreement with action, appeal to the Detachment DEC is availed for ruling at next regular Detachment DEC Executive session. Ruling of the Detachment DEC is final and unappealable.
- C. Disbursement Procedures Detachment Expenses
1. All incoming invoices are first sent to the Adjutant for approval by the respective officers after being reviewed for the following:
 - a. accuracy of the invoice,
 - b. appropriate documentation enabling the Finance Officer to understand the purchase and properly record the expenses,
 - c. availability of discounts for prompt payment,
 - d. sales tax

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2. General billing payment procedures (non-expense reports) are held equally by either Detachment Adjutant or Detachment Finance officer in respects to reviewing and issuing payment. With proper review and finding of appropriateness under Detachment Budget or as provided by Const., Bylaws, S.R., payment may be issued and entered in the ledger by either.
 3. Detachment entertainment expenses may only be authorized by the Detachment Commander or the Detachment Adjutant and must include invoice/receipt and should have authorizing signature of Detachment Commander/Adjutant on back when turned in. Receipts for entertainment must be turned in within five (5) business days of return from event and copy forwarded to the Department Adjutant.
 4. Detachment vehicle rental expenses may only be authorized by the Detachment Commander, the Detachment Adjutant and/or the Detachment Finance Officer and must include invoice/receipt and should have authorizing signature of Detachment Commander/Adjutant/Finance Officer on back when turned in. Receipts for vehicle rental must be turned in within five (5) business days of return from event and copy forwarded to the Department Adjutant.
 5. The Detachment finance Officer is responsible for timely proper storage of current fiscal year Billings, Reports, Receipts and proper entry into the year's ledger.
 6. Detachment Committee Chairs are permitted to make expenditures (with authorized in writing from the Detachment Adjutant and/or Finance Officer, and in certain circumstances by the Detachment Commander) as allowed for by the Const., Bylaws, S.R., or approved Motion/Resolution of the Detachment body.
 7. All disbursements require proper documentation (invoices/receipts) to be filed.
- D. Account Balances
- The amount of available funds held in the Operating Account will not exceed \$25,000.00 in working capital. At such times deemed necessary by the Detachment Adjutant and/or the Detachment Finance Officer funds will be transferred into a Detachment interest-bearing account.
- E. Credit Card Use
1. The only authorized holders/signers for Detachment Credit Cards are the Detachment Adjutant and the Detachment finance Officer (the Detachment Commander is only an authorized signer of a credit card account that is specifically set aside for Commander use (if established)). Trustees of the Department (main signer/account holder) include the Department Adjutant, or members as assigned by the Department. The usual custodian of Detachment accounts is the Department Adjutant.
 2. Credit cards may be used to pay the normal bills of Detachment with the policy the Detachment goal is to hold no balance and incur no interest. Credit card bills must be paid in full and with utmost expediency as available to Detachment.
 3. Credit cards may only be authorized for entertainment use by the Detachment Commander and/or the Detachment Adjutant. Detachment entertainment expenses must include invoice/receipt and should have authorizing signature of Detachment Commander/Adjutant on back when turned in. Receipts for entertainment must be turned in within five (5) business days of return from event and copy forwarded to the Department Adjutant.

4. In cases where the Detachment Adjutant is unavailable for travel to an event that would induce the usage of the Detachment credit card or other necessary financial actions of the Adjutant, the Detachment Commander is authorized to temporarily place the Detachment Finance Officer as Acting Detachment Adjutant and as such the Detachment Finance Officer would fill such role.
5. Abuse of the usage of Detachment credit cards is grounds for charges of unbecoming a Son with trial before the Detachment DEC seeking removal from office following rules of the Const., Bylaws, S.R..

Section Seven

Travel

A. Authorization

Members who travel on Official Detachment Business must in ALL CASES be authorized by the Detachment Adjutant (in case of Detachment members traveling on National Call letter, but receiving any form of Detachment reimbursement the forgoing holds true, forward your National Call letter to the Adjutant and request travel permission if seeking some form of Detachment reimbursement, without such you forfeit and will be denied Detachment reimbursement).

B. Members Authorized for Reimbursement

1. Detachment Officers authorized such payment are the Detachment Officers with budget when a meeting is officially called.
2. Detachment Vice Commanders when making official visits to Squadrons in their Area, official visits to Detachment. Detachment Vice Commanders will be reimbursed up to the amount authorized and approved in the budget, based on properly approved expense vouchers (reimbursement forms).
3. Members properly authorized using approved expense voucher forms (reimbursement forms) as per guidelines in the Const., Bylaws, S.R..
4. The Vice Commander's term for reimbursement purposes ends upon closing gavel of the Detachment State Convention. The incoming Vice Commander's term for reimbursement purposes begins the Monday following close of Department State Convention.

C. Detachment Commander's expenses

The Detachment Commander's expenses are reimbursed in accordance with the budget. The Detachment Commander when making official visits to Squadrons in Arizona, official visits to Detachment, official visits as Detachment Commander out of Arizona. Detachment Commander will be reimbursed up to the amount authorized by the budget, based on properly approved expense vouchers (reimbursement forms). The Commander's term for reimbursement purposes ends upon closing gavel of the Detachment State Convention. The incoming Commander's term for reimbursement purposes begins the Monday following close of department State Convention.

D. Outgoing Commander for National Convention

Certain expenses approved by Detachment budget of the Outgoing Detachment Commander's expenses for National Convention are reimbursed in accordance with the budget. The Outgoing Detachment Commander will be reimbursed up to the amount authorized by the budget, based

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Pg 9

on properly approved expense vouchers (reimbursement forms) and Detachment Adjutant call letter.

E. PNC National Convention

Certain expenses approved by Detachment budget of Arizona PNC's expenses for National Convention are reimbursed in accordance with the budget. Arizona PNC's will be reimbursed up to the amount authorized by the budget, based on properly approved expense vouchers (reimbursement forms) and Detachment Adjutant call letter.

F. Mileage

Mileage (for approved Officers, PDCs, Committeemen, or other as approved under Const., By laws, S.R.) is reimbursed at the current Detachment approved mileage rate.

G. Per Diem

Per diem is approved for certain Detachment members based on the Const., Bylaws, S.R., at Detachment approved rate.

H. Detachment Adjutant (Adjutant Corps.)

The Adjutant corps. Expenses are in accordance with the amounts determined in the budget. The Adjutant/Adjutant Corps. Is reimbursed for official business of the Detachment. Assistant Adjutants may be authorized by the Adjutant as a substitute on official business. Detachment Called meetings, Committees, other, require the attendance of the Detachment Adjutant Corps to be official and are coordinated by the Adjutant.

I. Candidates for Detachment Office

A candidate for office will not be reimbursed expenses after he makes a public announcement (determined by the Detachment Adjutant) of candidacy.

The exception to this rule is as follows: In Cases where it is indicated that the best interest of the Detachment may be served, the Detachment Adjutant may approve travel in accordance with the regular procedures. Urging a member to attend does not constitute a request. All requests are to be received in writing prior to the travel date(s).

J. All Official visits

All visitation requests must be received in writing prior to the travel date(s). The Adjutant may approve multiple officers/official visits for reimbursement depending on the nature of the request.

K. Detachment Convention and Fall Conference Expenses

The expenses of the Detachment Commander, Detachment Adjutant's Corps., NEC, Alt NEC, Detachment Vice Commanders, Detachment Chaplain, Detachment Sgt-at-Arms Corps., and other approved Officers, PDCs, will be expensed and paid as approved for by the Detachment Const., Bylaws, S.R., with appropriate Detachment Adjutant's call letter and turned in official expense form.

L. Detachment Camp Out

Detachment camp Out, although being an official called meeting, officers are not intitled to the same expenses as Convention or Conference. With the exception of The Detachment Commander, NEC, Alt NEC, and the Detachment Adjutant Corps., expenses are limited to mileage reimbursement as per the Detachment Const., Bylaws, S.R..

M. Committee Meetings

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When deemed to be appropriate by the Detachment Adjutant, certain expenses may be reimbursed to members from Detachment funds. Such expenditures shall be charged to an account of that committee for record keeping purposes (i.e., lunch, dinner, hotel, mileage).

N. Expense Report

Expense vouchers (reports) must be completed electronically and submitted to the Detachment Adjutant as soon as possible for approval (time constraints previously mentioned apply). The purpose of the form is to report and document any official business expenditures that occur.

1. Prior to making travel arrangements, members should check with the Detachment Adjutant for approved lodging/travel reimbursement amounts. The Detachment Adjutant will book most lodging and travel through approved providers for you helping defray out of pocket expenses and not causing you reimbursement hassle.
2. The following are considered partial reimbursable items for some officers;
 - a. Per Diem (for approved officers or PDCs) – This is to help with the cost of meals and other travel expenditures. While not complete reimbursement, it is set to help defray cost associated with helping volunteer for Detachment.
 - b. Hotel/Motel – A copy of an approved hotel stay accompanied by receipt/bill showing paid by cash or with credit card, must be attached to the expense report.
 - c. Mileage – If authorized to travel via automobile, it is reimbursed for mileage. Mileage will be paid on Google maps calculated mileage or actual odometer, whichever is less. Paid at the current Detachment authorized rate.

Section Eight



Detachment Fundraisers (i.e. AZSAL Camp Out)

- A. ALL fundraisers in the name of Detachment, need written sign off of the Detachment Adjutant given to the AZSALDEC.
Before signing off the Detachment Adjutant Corps. will research and see that all known laws, rules of Detachment, Rules of Department and Insurance and Bonding issues, and approval of Department are seen to.
- B. The Detachment Executive Committee through recommendation of the Detachment Finance Committee shall have the following authority.
 1. To authorize funds to be held in a separate checking account as authorized and named for such use (i.e. Camp Out fund).
 2. To authorize the running of raffles our other fund raisers to benefit the Detachment and named use (i.e. Camp Out Raffle). Raffles authorized are to be run by the named committee (i.e. Camp out Committee) under rules set forth by such committee with the guidance and approval of the Detachment Adjutant and/or Detachment Finance Officer.
 3. Expenditures for named use (i.e. AZSAL Camp Out) are subject to this document and the approval of the Detachment Adjutant and/or Detachment Finance Officer.
 4. Disbursement of funds from named use account (i.e. Camp Out Fund) follow the same policies and procedures as purchase and reimbursement of Detachment Officers and Administrative Expenses (on electronic forms set for such).
 5. The Committee Chairman of said use (i.e. Camp Out Chairman) shall prepare and turn into the Detachment Finance Officer full financial report of activity within thirty (30) days after

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- finish (i.e. end of Camp out 2024). The Chairman shall also give such report to the Detachment Body verbally at next General Detachment meeting (i.e. Convention).
- C. ALL FUNDRAISING ACTIVITIES IN DETACHMENT'S NAME MUST BENEFIT the Detachment as a whole and are subject to this documents policy and procedures.
1. Fundraisers require the following:
 - a. Detachment Finance Officer and Detachment Adjutant Approval.
 - b. Finance Committee Approval.
 - c. Detachment DEC Approval.
 - d. Department Approval.

APPROVED DETACHMENT 12-2-24

 X 
DETACHMENT COMMANDER DETACHMENT ADJUTANT

LEGION DEC X MUTT 25

DATE 11/3/24

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