

# TRAVEL POLICY

## BACKGROUND

A very significant percentage of the State Council funds consist of travel-related expenditures. It is imperative that such expenses be as cost effective as possible. Additionally, it is incumbent upon all State Council members to make every effort to ensure that their travel expenses are kept within reasonable lines.

## PURPOSE

The establishment of the South Carolina State Council Travel Policy is to provide a mechanism with an established set of rules and procedures to maximize the possibility of travel-related expenditures being contained within reasonable lines.

## AUTHORIZED TRAVEL EXPENSES

Travel expenses for official VVA State Council business will be eligible for advance or reimbursement. Examples of official business are:

1. Attendance at National Conferences, Conventions, CSCP meetings, and regional conferences.
2. Conference or Convention planning sessions when hosting.
3. Officer visits to chapters either at chapter request for assistance or to promote chapter involvement with the Council.
4. Statewide Veteran business meetings, Veteran events, or other community events and activities where VVA Council presence supports the objectives of the organization.
5. Travel needed to facilitate the formation of new chapters or dealing with disciplinary issues.
6. Training when specifically authorized by the Council.
7. Travel to attend Council meetings is excluded from this policy and is covered under the Council Meeting Expense Policy.

Requests must be made before the travel commences and approved by the Council president or designated alternate. The president, or designated alternate, has the authority to place limits on any specific travel allowance request when such would jeopardize the Council's operating budget. The normal maximum allowances are:

Personal Auto	Actual fuel cost or 0.15 cents/mile, not to exceed what round trip airfare to the same destination would have been.
Airfare	Actual cost of round trip
Accommodations	½ of room & tax
Meals	A per diem of \$35 per day and partial day of each multi-day trip (as authorized before the trip) is

Ground transportation  
Misc

allowed to cover meals and personal expenses. Note, banquets and other extras at National events would be paid by the member from the per diem allowance.

Actual cost of conveyance, parking, and tolls  
Actual cost of postage, phone calls, and other expenses incurred during the trip required in support of the purpose of the trip or the State Council. Registration fees for Conferences / Conventions / Classes.

### **REQUIRED DOCUMENTATION**

A Travel Expense Form (attachment A) must be completed, approved by the Council president or alternate, and submitted to the Council Treasurer within 30 days following the trip. The president may authorize the expense report by email. A copy of such email must be attached to the request package. Receipts for all expenses other than per-diem must be attached to the signed form. When using mileage reimbursement, “book miles” should be used. This is the calculated mileage from address to address as computed by a GPS, MapQuest, or other such service.

### **FISCAL RESPONSIBILITY**

Members should exercise mature responsibility when requesting travel assistance. All travel should clearly be fully justified. Many times trips are not a particular burden on some members and the member may consider “donating” some or all of the expenses to the Council. Some travel expenses may be tax deductible as a charitable donation. Consult your tax advisor.

Any member who receives monetary support from the State Council for the purpose of attending a Regional Conference, a National Leadership Conference or a National Convention is expected to be diligent and conscientious in his or her participation in the transaction of the business of the Corporation at the function. Any member so supported is required to attend at least half of the meetings or sessions and, if attending a National Convention, is required to cast a ballot in the election of officers.

Any member failing to comply with the above requirements may, after having the opportunity to appear and be heard, be declared by majority vote of the State Council ineligible for future funding for such period as the State Council deems appropriate and/or be required to reimburse the State Council for all or part of the funding.

The acceptance of the support of the State Council by the member constitutes an acceptance by the member of the requirements of this policy.