



**Vietnam Veterans of America, Inc.  
The Villages Chapter 1036  
PO Box 842, Oxford, FL 34484**

**Travel Policy Letter**

**It may be necessary for Chapter officers, directors, delegates, committee chairs or members, to travel in the performance of their duties or while conducting the business of the Chapter.**

**Requests for travel authorization and advanced funds must be presented to the Board of Directors as far in advance of the actual date(s) as possible for approval. The Treasurer will review the request and recommend appropriate action to the Board members. The above does not apply to budgeted travel expenses.**

**An itemized report of actual expenses and supporting receipts are to be submitted to the Board of Directors at the next Board meeting after the completion of travel, unless the meeting is within ten days of completion of travel. The above also covers the return of advance funds.**

**Individuals traveling without prior approval will not be compensated unless they can prove that the travel was an emergency and necessary for the good of the Chapter.**

**Whenever two or more individuals are traveling to the same function, transportation sharing is expected to the degree possible to reduce expenses.**

## Travel Policy Letter

### **REIMBURSEMENT RATES:**

- **Air Fare:** Coach seating web-purchase if possible.
- **Lodging:** Not to exceed \$125.00 per day.
- **Mileage:** Compensation shall be at the prevailing IRS rate.
- **Meals:** Florida State Council Rate \$ 42.50 per day no alcohol.

**Other expenses such as tolls, registration fees, banquets, tips, and other costs relating to travel and events shall be reimbursed at the actual cost accompanied by receipts.**

**Board Approval**

**Date:** 10-05-2015

**Membership Notification**

**Date:** 10-06-2015