

TABLE OF CONTENTS

SECTION 12 TRAVEL

1.	GENERAL PROVISIONS	1
2.	REQUESTS TO TRAVEL	1
3.	AFTER ACTION AND SPECIAL ADVISOR REPORTS	1
4.	TRAVEL FORMS	2
5.	UNAUTHORIZED EXPENSES	2
6.	AIR TRAVEL	2
7.	MILEAGE	3
8.	TRAVEL BY VEHICLE	3
9.	LODGING	3
10.	OTHER TRAVEL	4
11.	OTHER AUTHORIZED EXPENSES	5
12.	REIMBURSEMENT / EXPENSE ADVANCEMENTS	5



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 12

I. TRAVEL: *General Provisions*

A. PURPOSE

1. The purpose of this policy is to establish a set of procedures for travel related expenses. This policy applies to all personnel traveling using Associates of Vietnam Veterans of America, Inc. (AVVA) funds.

B. EXCEPTIONS

1. There will be no exceptions to this policy unless prior written approval is provided by the AVVA National Board of Directors, or the AVVA national president and national treasurer.

C. REQUEST TO TRAVEL

1. **ALL** travel, including travel to AVVA national board meetings, national conventions or National Leadership and Education Conferences, is subject to available funds in each board member's individual budget. Any travel that requires additional funding, will require advanced approval by the AVVA national president and national treasurer. Using the Request to Travel Form (*F-FIN04.03*), the person must submit the request to the AVVA treasurer at least twenty-one (21) days prior to travel, or as far in advance as possible within that time. If the request requires the reassignment of funds, or additional funds, the AVVA treasurer will immediately notify the national president of the request so that a timely decision to approve or deny the request can be made.
 - a. It is in your best interest, as an AVVA board member, or as a committee chair, to keep your own informal running tally of all your expenses at your disposal consistently in each budget year. This will enable you to know when or if you will have a problem that will require action.

D. AFTER ACTION & SPECIAL ADVISOR REPORTS

1. After Action Reports will be filed with the AVVA national treasurer, within fifteen (15) days after any travel that has been paid for by AVVA. (**Exception:** *BOD meeting itself*.)
2. Special Advisor Reports will still be required for VVA committee meetings attended during regular board meetings. These reports must be filed with the national treasurer within fifteen (15) days of the date of the committee meeting.
3. Board members and other authorized attendees who are funded by AVVA shall attend the meetings and events that have been approved for compensation. Failing to file After Action Reports may result in denial of any future requests to travel. Failure to file Special Advisor Reports may result in reduction of or denial of per-diem for future board meetings.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 12

E. TRAVEL FORMS

1. All forms required to be filed by officers and board members for travel and other needs can be found on the AVVA website: www.avva.org/boardforms.html .

II. TRAVEL: *Unauthorized Expenses*

A. AVVA will not pay for or reimburse any of the following expenses:

1. Airline seat upgrades
2. Baggage fees for checked luggage, over one (1) bag (*unless the additional bag is required to transport AVVA materials or products to an AVVA function, where shipping is more expensive, or is not an option. This exception will require approval from the national president and treasurer*).
3. Oversize or over weight baggage charges (*unless the weight is due to transport of AVVA materials or products to an AVVA function, where shipping is more expensive, or is not an option. This exception will require approval from the national president and treasurer*).
4. Ticket change fees (*unless the change is directed by or caused by AVVA*).
5. Charges resulting from “no show” fees from hotels.

III. TRAVEL: *Transportation*

A. AIR TRAVEL

1. Travel for official AVVA business will be paid for or reimbursed at the actual cost of the trip. The cost of a trip will include, but not necessarily be limited to:
 - a. Airline ticket (Equivalent of coach or economy; upgrades are out of pocket)
 - b. Baggage fees (*see II.A.2-3*)
 - c. Mileage to and from the airport and airport parking, **or**
 - d. taxi/shuttle or other paid ride to and from the airport.

2. MILEAGE DEFINED

- a. Mileage to and from the airport may be claimed if driving your own vehicle, or if a friend or relative drives you to and from the airport and you actually pay them for that service. Mileage will be calculated based on the current IRS rate.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 12

- b. if a friend or relative drives you, you must turn in a receipt from the person who drove you stating that you paid them, and the amount you paid. The amount you actually paid them will be the amount reimbursed as long as it does not exceed the mileage calculation by the finance department staff.
 - c. If a friend or relative drives you, you may only ask for the mileage to and from the airport for one round trip, which is the distance you would have driven yourself, or by taxi or shuttle.
3. Whenever possible, airline tickets should be purchased in advance of travel within “best price” rate periods for advance purchase (*usually twenty-one (21) days or more before a flight*). You may make your own flight reservations, and request reimbursement, or you may use the services of Let’s Travel, Travel Agency (800-659-4441), who will make your arrangements and bill AVVA directly.
- a. You must turn in a copy of your flight itinerary (from Let’s Travel) or the receipt for your ticket to the national treasurer along with your reimbursement form.

B. TRAVEL BY VEHICLE

1. Travel by car or other personal vehicle will be reimbursed using the current IRS rate per mile at the time of the trip. Travel by vehicle will not be reimbursed in an amount higher than the total cost of air travel for the same destination, unless health reasons are applicable and pre-approved, or another case-by-case approval from the national president and national treasurer is applied.

IV. TRAVEL: *Lodging*

A. GENERAL

1. Persons who do not check in on the arrival date booked and who have not cancelled their reservation within the time limits provided by the hotel, will be held responsible for any charges billed to AVVA due to the “no show” status. (*Typically, this is one night’s room and tax.*)

B. REGULAR BOARD OF DIRECTORS MEETINGS, CONVENTIONS, AND NATIONAL CONFERENCES

1. Hotel reservations will be made through the VVA Event Planner, on the VVA website E-reservations page (<https://vva.org/e-room-reservations/>) **at least** thirty (30) days before the event date. Reservations made on your own are not encouraged and would require reimbursement after the fact, using the AVVA Reimbursement Form (*F-FIN04.01*). Reservations made on your own may also result in you not being listed as part of the group rate, therefore resulting in higher room charges, which portion will not be reimbursed. To avoid this, make sure you inform the hotel that you are with this group, and be sure they are clear about the connection.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 12

2. AVVA will pay one-half (1/2) of your room costs (*room rate and applicable taxes*). If you room with another person who also qualifies for payment, your room will be fully covered. If you choose to room alone, you will be expected to pay one-half (1/2) of the room cost out of pocket. (**Exception:** *When no roommate can be found, if individual circumstances have warranted an approval by the national president, or for national conventions.*) Incidentals such as movies, room service, or in-room bar charges will NOT be covered by AVVA.
 - a. When the entire room and or other expenses have been billed to AVVA, and those expenses are required to be reimbursed, the person will be notified by the Finance Department or the national treasurer of the amount due to AVVA within sixty (60) days of the incurred expense.

C. OTHER TRAVEL

1. **Travel within your region:** The individual will make all arrangements and reservations for trips within a region. Payment will result from the use of the Expense Reimbursement Form (*F-FIN04.01*), in the form of either pre-approved advanced payment or reimbursement after the fact.
 - a. Hotel rooms are paid at full cost for regional travel, as you are usually traveling without the option of a roommate. If for any reason, you are traveling with another AVVA or VVA member who is also being reimbursed for lodging, and with whom you could reasonably be expected to room, you may not submit more than ½ (one-half) of your room costs for reimbursement or pre-payment.
2. Expenses incurred by officers and board members for travel to state meetings in the state in which they reside are not covered by the national budget.
 - a. **EXCEPTION:** *An exception may be made when circumstances require, which will be considered on a case by case basis by the treasurer and the president.*

V. TRAVEL: *Other Authorized Expenses*

A. PER DIEM

1. Per Diem will be paid to authorized attendees of AVVA functions at the rate of \$45.00 per day, including travel days.
2. Authorized functions include:
 - a. Regular or special board of directors' meetings
 - b. National conventions



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 12

- c. National Leadership and Education Conferences
- d. Travel within your region for official AVVA business
- e. Other travel that has been pre-authorized by the AVVA national president and treasurer.

VI. TRAVEL: *Reimbursement/Expense Advancements*

A. AVVA uses a direct deposit method of paying reimbursements and advance payments of AVVA expenses in most cases. Checks may be sent if necessary. You will have been required upon your election or appointment, to provide the necessary information to the VVA National Office Accounting Department so that they can set up this process.

B. REIMBURSEMENT

1. Reimbursement of authorized expenses must be requested by submitting the Request for Reimbursement Form (*F-FIN04.01*) and **checking the box “Check Here for Reimbursement”**.
2. The Request for reimbursement must be sent to the VVA National Office Accounting Department, to the person designated on the form, within thirty (30) days after the completion of travel.
3. All receipts for each expense, or portion of the expense, must accompany the reimbursement form in order to be paid. (**Exception: Per Diem purchases**).
4. Any reimbursement request that is turned in after the thirty (30) day deadline will not be paid, unless reasonable grounds are determined by the AVVA national president and treasurer, together.

C. EXPENSE ADVANCEMENTS

1. You may request an advance of funds required to conduct AVVA official business by submitting the Expense Reimbursement Form (*F-FIN04.01*) **and checking the box: “Check Here for Advanced Funds.”**
2. This request must be sent to the VVA National Office staff person designated on the form, and to the national treasurer, in time to be received by the VVA Accounting Department at least fourteen (14) calendar days prior to the need for the funds. (*Working days are Monday through Friday.*)
3. This request must be accompanied by a list of verifiable individual expenses that you expect to incur. Receipts will be required within thirty (30) days after the travel is concluded (not including Per Diem expenses), and any unused funds must be returned to AVVA.