

## **APPROVED POLICY FOR TRAVEL EXPENDITURES**

The following Policy, Rules and Regulations approved by the Department Council of Administration govern the submitting of vouchers and the expenditure of funds by Department Officers.

1. The fiscal accounting year of the Department is from July 1 to June 30 of each year.
2. All **vouchers** submitted to Department will be **itemized in detail**, approved by the Department Adjutant/Quartermaster for authorized travel and within the approved budget allowance.
3. The payroll is a mandatory expenditure and privileged account, and shall be paid by the Department Quartermaster, as approved by the Council of Administration.
4. The legal order of disbursement of membership dues collected by the Department Quartermaster be according to the priority as follows: (a) Any special assessment(s), (b) Department office salaries and/or payroll and (c) Other must-pay bills.
5. The Department Quartermaster is authorized in the interim between expiration of the old budget and approval of the new budget to proceed on the basis of the old budget.
6. A Department Debit card will only be issued to the Department Quartermaster for official VFW expenditures only.
7. All claims for reimbursement will be submitted on a travel voucher, filled out in detail with paid receipts attached. All receipts must be in claimant's name. Expenses will not be paid if same travel is reimbursed by any other source (National, Post, District, Auxiliary) to include room sharing & mileage.
8. All vouchers presented for reimbursement must be **SUBMITTED AFTER EACH EVENT. VOUCHERS OVER 30 DAYS OLD WILL NOT BE HONORED.**
9. Reimbursement for room will be limited to **\$150.00** per day and only on presentation of receipted bill unless otherwise stated.
10. Reimbursement for mileage will be direct from home address to destination and be limited to \$0.40 per mile, and that no reimbursement be authorized for any other individual riding in such vehicle which otherwise would be entitled to mileage.
11. **There will be no reimbursement unless there is attendance at all scheduled meetings and banquets.**



New Mexico

12. National Convention: The Department will be represented by the State Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Quartermaster, Legislative Chairman, Department Service Officer. Each will receive full reimbursement, lodging & transportation **less any monies paid by other source(s)**.
13. Western Conference: The delegates from the Department of New Mexico to the session of the Western Conference shall consist of the State Commander, State Sr. Vice-Commander, State Jr. Vice-Commander, State Adjutant, State Quartermaster. Each will receive full reimbursement, lodging & transportation plus registration fee.
14. State Convention: The Council of Administration, Department Service Officer, Photographer, Officer-of-the-Day will be authorized \$150.00 per day for lodging and transportation at .40 per mile.
15. Department Schools of Instruction: Designated Line Officers, and Officer-of-the-Day will be entitled to \$150.00 per day hotel and transportation at .40 per mile.
16. Fall Conference: The Council of Administration, Department Service Officer, Photographer, Officer-of-the-Day will be authorized \$150.00 per day for lodging and transportation at .40 per mile.
17. Mid-Winter Conference: The Council of Administration, Department Service Officer, Photographer, Officer-of-the-Day will be authorized \$150.00 per day for lodging and transportation at .40 per mile.
18. Spring Legislative Conference: The Department will be represented by the State Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Quartermaster & Legislative Chairman. Each will receive full reimbursement, lodging & transportation **less any monies** paid by other source.
19. Department will reimburse the Department Service Officers the half of Lodging that National does not pay during Certification Training sessions.
20. The Council of Administration must approve any expenditure for office equipment that exceeds \$750.00.
21. District Commanders are not authorized expenses to attend their own District events.
22. Department will not reimburse expenses for any spouse's travel.
23. Any expenditure not previously approved by this budget guide must be approved by the Council of Administration with the guidance of the Budget/Finance Committee prior to any monies being allocated.
24. Any member that wishes to be reimbursed for official travel and receives money from other sources i.e., National, Southern Conference, District, Post, or auxiliary for any expenses, must document it on travel voucher. If it is learned that Department as well as other sources have paid for the same travel, disciplinary action will be taken under Article IX of the National By-Laws and possible criminal action taken.

**VFW NM STATE HQ's, PO Box 1084, Ruidoso Downs, New Mexico 88346**  
**Telephone: (575) 973-4965 Fax: (575) 653-4207 Email: vfwnmhq@gmail.com**



25. The Jr. Vice Commander will be authorized full reimbursement for lodging & transportation to visit the National Home for Children.

26. The Sr. Vice Commander will be entitled to \$800.00 for his/her Commander's Coins and Lapel Pins. The funds to be divided between the Coins and Lapel Pins in any increment deemed appropriate by the Sr. Vice Commander.

27. All other travel must be pre-approved by the State Commander and State Quartermaster or reimbursement will not be approved.

Adopted by the Council of Administration on this 21st Day of October, 2023 and shall remain in effect until superseded.

By order of 

State Commander Victoria Haddox  
Department of New Mexico

Official: 

Adjutant/Quartermaster, David Fouse  
Department of New Mexico