



Department of Maryland
Disabled American Veterans
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Baltimore, MD 21202-4094

June 16, 2022

Theodore Garry
Commander

Tony Chandler
Adjutant

To: Department Officers, Staff and Members

From: Department Commander

Subject: Department Travel and Reimbursement Guidelines for Year 2022-2023

Section 1 - General Travel Authority

The Department Commander is the authorizing and approving authority for all travel requests and reimbursements as stated within these guidelines.

1. Line Officers (Adjutant, Senior Vice and Junior Vice Commanders) are preapproved for travel within the scope of their assigned duties and will be reimbursed for mileage, hotel and meals as outlined in Section V through X of this document.
2. Staff Officers, Chaplain, Sargent At Arms, Officer of the Day, DAV/DAVA Liaison, LVAP Coordinator, Women Coordinator and all others not noted in Section 1, sub-paragraph 1 above must obtain prior approval, **in writing**, for travel reimbursement **before** traveling.
3. Advance notification and approval is required for reimbursement outside the normal scope of assigned duties. The Commander will accept requests by email to **theodregarry@yahoo.com**, or by telephone, text, and other electronic media when circumstances prevent normal notification.
4. No individual will receive reimbursement unless travel was approved by the Department Commander prior to departure. In the case of an emergency, individuals must request and receive approval in the most expedited means possible. Telephonic and electronic means may be used in emergency circumstances to contact the Commander or the Adjutant to gain concurrence or approval. In emergency situations where the Commander, or Adjutant cannot be reached, individuals are to utilize their best judgement and use telephonic means to report and gain approval as soon as possible.

Section II – Travel Review Authority

The department Adjutant is designated to review all itineraries, travel reports and reimbursements request for compliance with this document until it is superseded or cancelled and replaced. Receipts will be required for all lodging.

Section III – Monthly Expense Report

Reimbursements are permitted for official travel and will be submitted with supporting documents/receipts using latest Department Travel Claim. A PDF version of the form is attached for your use. An electronic copy in Excel format will be emailed with this policy. Monthly Expense Reports are to be submitted not later than the 10th day of the following month, i.e., May report is submitted between the 1st and 10th of June. Any exceptions are to be approved by the Commander, or Adjutant, prior to the 10th of the month the report is due.

Reimbursements are for the preceding month, with exception of the report that covers the State Convention. Individuals may combine the May Report and the expenses incurred for the Convention on the same report. Other monthly expenses for the month of June are to be submitted between 1st and the 10th of July.

Section IV – Incidental Expenses

Reimbursement for incidental and other unforeseen expenses, that are not related to travel, for items requested by the Department, or for express use for/by the Department, will be submitted on Incidental Reimbursement Form. These reimbursements must be submitted in a timely manner that should not exceed 30 days from date of expense. A PDF copy of the Incidental Reimbursement Form is attached for your review and use. Receipts are required for all such expenditures.

Section V – Travel Related Expenses

1. No expense will be covered for same day travel except for mileage.
2. For overnight Travel and Meal Expenses will be reimbursed at a rate consistent with current U.S. Government General Services Administration (GSA) Per Diem rates in effect at the time of travel. Enclosure (1) contains the Meal Rate reimbursement tailored to the U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) Breakdown. No receipts are required for meals, or incidentals.
3. Parking (see section VI).
4. Reimbursements are not permitted for travel involving the following:
 - a. Department Finance Commission (DFC) Meeting
 - b. Department Executive Committee (DEC) Meeting
 - c. Maryland Service Foundation ((MSF) Meeting
 - d. Department Staff Meeting
 - e. Chapter Installations (unless pre-approved to serve as the installing Officer)
 - f. Attendance at your own Chapter Meeting
 - g. Travel for Hospital Visits
 - h. Christmas celebrations, chapter picnics, fundraising or other entertainment.
 - i. Department Committees will not be reimbursed for meals, or travel to meetings.

- j. National Service Office (NSO) will not be reimbursed unless approved by the Department Commander in advance. If approved and meals are provided and purchased in bulk, reimbursement should be on Incidental Reimbursement Form.

Section VI - Parking

Parking will be reimbursed at the event rate and a receipt is required.

Section VII

The Department Commander and the Adjutant will be reimbursed at 100% of all hotel and travel expenses related to travel for the Department of Maryland DAV business, i.e., National Conferences, District Conferences, State Conferences, business meetings, conferences, training seminars, National Executive Committee meetings, National Commanders and Adjutant meetings and other meetings deemed necessary and appropriate for the Department.

The Senior Vice Commander will be reimbursed at 100% of all hotel and travel expenses related to travel for the Department of Maryland DAV business until they have exhausted the budgeted amount. Additional Travel must be **requested and approved in writing prior to travel**. Funding rates for that travel will be determined at that time based on the funds remaining in the budget.

The Junior Vice Commander will be reimbursed at 100% of all hotel and travel expenses related to travel for the Department of Maryland DAV business until they have exhausted the budgeted amount. Additional Travel must be **requested and approved in writing prior to travel**. Funding rates for that travel will be determined at that time based on the funds remaining in the budget.

Staff Officers and other designated elected or appointed individuals will be reimbursed at 100% of all hotel and travel expenses related to travel for the Department of Maryland DAV business until they have exhausted the budgeted amount. Additional Travel must be **requested and approved in writing prior to travel**. Funding rates for that travel will be determined at that time based on the funds remaining in the budget.

Reimbursement for Airline Tickets – The Department will reimburse the Commander, Adjutant, and Staff for the early purchase of Airline Tickets to attend an authorized event provided such tickets are of the refundable type. Once the tickets have been purchased, present a copy of the ticket receipt on the appropriate department travel form to claim reimbursement. If after purchasing the ticket, you discover that you can no longer attend the event you are to return the ticket to the selling airline and request a refund. The department is to be reimbursed within 10 business days of your receiving the refund.

Section VIII

All other travel by an elected or appointed Staff Officer and Department Service Officers (DSO's) and any member of the organization when requested by the Department will be approved by the Commander on a case-by-case basis. All travel must be within the scope of assigned duties as required by the Department Commander.

Section IX

Use of a Privately-Owned Vehicle (POV) for Department of Maryland business is authorized. The reimbursement rate will be \$0.585 per mile.

Section X

Attendance at the DAV National Convention and the DAV Midwinter Conference is encouraged; however prior approval by the Commander is needed if attendees seek reimbursement for hotel and/or Travel. Hotel, parking, and METRO fees will normally be reimbursed at the Department Commander, or Department Adjutant discretion. Requests must be submitted and approved in writing prior to travel.

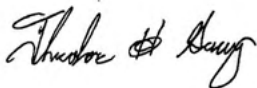
Section XI

Committees will be reimbursed for ink cartridges, paper, and other necessary tools to carry out the mission of the committee. Reimbursements must be completed on the Incidental Reimbursement Form. Receipts must be submitted within 30 days of the expense.

Section XII

Exceptions to this policy will be reviewed on a case-by-case basis and must be requested in writing prior to travel. In case of emergency situations (e.g., weather, or illness) please contact the Commander, Adjutant or Department Office as soon as possible. Reimbursement for exceptions and emergency situations will be at the discretion of the Department Adjutant; but may be appealed to the Department Commander for final determination.

This travel policy supersedes all other previous Department Travel Guidelines



Theodore Garry
Department Commander