



Department of Maryland
Disabled American Veterans
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May 25, 2023

MATTIE J. WHITFIELD

COMMANDER

TONY CHANDLER

ADJUTANT

To: Department Officers and Staff

From: Department Commander

Subject: Department Travel and Reimbursement Guidelines for Year 2023-2024

Section I – 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 Sections V through X of this document.
2. Staff Officers; Treasurer, Judge Advocate, Chaplain, Sergeant At Arms, Officer of the Day, DAV/DAVA Liaison, LVAP Coordinator, Women Coordinator and all others not listed 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 via email to mwhitf@verizon.net, text, or by telephone.
4. No individual will receive reimbursement unless travel was approved by the Department Commander prior to departure.

Section II – Travel Review Policy

The Department Adjutant will review all travel itineraries, travel reports and reimbursement requests for compliance with this policy until superseded or canceled.

Section III – Monthly Expense Report

Reimbursements are permitted for Official Travel and will be submitted with supporting documentation and receipts using the latest Department Travel Claim. A PDF version of the form is attached. 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's report will be submitted between the 1st and 10th of June. All exceptions will be approved by the Commander or Adjutant prior to the 10th of the month the report is due. Reimbursements are for the preceding month. Failure to follow the Guidelines will result in your not being reimbursed for your expenditures.

Section IV – Incidental Expenses

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

Section V – Travel Related Expense

1. No expense will be covered for same day travel except for mileage.
2. 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. No receipts are required for meals and incidental; however, receipts are required for lodging.
3. Parking – will be reimbursed at the event rate and receipts are required.
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 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) travel will not be reimbursed unless approved by the Department Commander in advance.

Section VI - Commander and Staff Reimbursement

The Department Commander and the Adjutant will be reimbursed 100% of all hotel and travel expenses related to travel for Department of Maryland 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 appropriate for the Department.

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

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

Staff Officers and other designated elected or appointed individuals will be reimbursed 100% for all hotel and travel expenses related to travel for the Department of Maryland business until they have exhausted their budgeted amount. Additionally, travel must be requested and approved in writing prior to

travel. Funding rates for that travel will be determined at that time based on funds remaining in the budget.

Section VII

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

Section VIII

Use of privately-owned vehicles (POV) for Department of Maryland business is authorized. The reimbursement rate will be at the rate authorized by the GSA Schedule.

Section IX

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's discretion. Requests must be submitted and approved in writing prior to travel.

Section X

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. Prior to purchasing office supplies contact the Department to ascertain what supplies may be available through the Department.

Section XI

Exceptions to this policy will be reviewed on a case-by-case basis and must be requested in writing prior to travel. In emergency situations (e.g., Inclement weather or illness) please contact the Commander, Adjutant or the 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.

Section XII

At the discretion of the Department Commander these guidelines may be changed to meet the financial needs of the Department. When new changes are implemented, they will be disseminated immediately.

This travel policy supersedes all other previous Department Travel Guidelines.

A handwritten signature in cursive script, appearing to read "Mattie J. Whitfield".

Mattie J. Whitfield

Department Commander