KEEPING OUR PROMISE TO AMERICA'S VETERANS

Oscar W. Mardis
Commander

Rosalind Robinson-Ambrose
Adjutant

To: Department Officers and Staff

From: Department Commander

Subject: Department Travel and Reimbursement Guidelines for Year 2026-2027

Effective Date: June 10, 2026

Supersedes: All previous Department Travel Guidelines.

Issued by: Department Commander and Adjutant

Point of Contact: Department Adjutant

Section I – Purpose and Scope

These guidelines establish reimbursement for travel and incidental expenses incurred while conducting official business on behalf of the Department of Maryland DAV. They apply to all elected and appointed officers, staff, and committee members. Reasonable Accommodations for submitting documents will be considered as members return their vouchers for reimbursement.

Section II – Travel Oversight

The Department Adjutant shall review all travel itineraries, reports, and reimbursement requests to ensure compliance with these guidelines until the Department Commander supersedes or rescinds them.

Section III – Monthly Expense Report Submission

- Reimbursements for official travel must be submitted using the most recent Department Travel Claim Form.
- Reports must be submitted no later than the 20th calendar day of the month following travel (e.g., May expenses must be submitted between June 1-20).

- All claims must include supporting documentation and receipts.
- A PDF of the claim form is attached; an Excel version will accompany these guidelines electronically.
- Exceptions must be approved in writing by the Commander or Adjutant.
- Failure to comply will result in denial of reimbursement.

Section IV – Incidental Expenses

- Incidental expenses (not related to travel) must be submitted using the Incidental Reimbursement Form.
- Claims must be submitted within 30 calendar days from the date of the expense.
- Receipts are required for all claims.
- A PDF version of the form is attached for your use.

Section V – Travel-Related Expenses

1. Same Day Travel

Only mileage will be reimbursed. No lodging or per diem. Proof of mileage must accompany the submission.

2. Overnight Travel:

- Lodging and meals will be reimbursed at U.S. GSA Per Diem rates (www.gsa.gov).
- Lodging receipts are required; meal receipts are not

3. Parking:

Reimbursed at the event rate with receipts provided.

4. Non-Reimbursable Travel (unless pre-approved in writing):

- Department Finance Commission (DFC) Meetings.
- Department Executive Committee (DEC) Meetings.
- Maryland Service Foundation (MSF) Meetings.
- Chapter Installations (unless installing officers).
- Chapter Meetings.
- Holiday functions, picnics, or fundraisers.
- Department Committee meetings (meals or travel).

- National Service Officer (NSO) travel.

Section VI – Commander and Staff Officer Reimbursement

The following may receive 100% reimbursement for authorized Department business travel, subject to budget availability and written approval:

- Commander and Adjutant: Full reimbursement.
- Senior Vice Commander: Reimbursed until budget exhausted; written pre-approval required for additional travel.
- Junior Vice Commanders: Same as above; must visit assigned Chapters once per term (a second visit is permitted for problem resolution).
- Staff Officers or Appointees: All department activities require written approval and funding allocation. If your funds are exhausted, you must obtain prior approval from the department commander before attending. Without authorization, you will be responsible for any expenses yourself.
- Please note that no reimbursements will exceed the Commander's travel expenses.

Section VII – Other Travel by Officers and DSOs

- Must be pre-approved by the Department Commander.
- Must fall within the assigned duties.
- Must comply with documentation requirements in Section III.

Section VIII – Use of Privately Owned Vehicles (POVs)

Use of POVs is authorized. Mileage will be reimbursed at the current Department-approved rate, consistent with applicable GSA rates.

Section IX – National Convention and Midwinter Conference

- Travel to Conventions and reimbursements (hotel, parking, METRO/Mass Transit)
  requires advance written approval from the Commander.

Section X – Committee Operational Supplies

- Contact the Department before purchasing supplies.
- If supplies are unavailable, the committee will receive reimbursement.

- Submit claims with receipts within 30 days using the Incidental Reimbursement Form.

Section XI – Exceptions and Emergency Situations

1. All exceptions must be requested in writing prior to travel.
2. In emergencies (e.g., weather or illness), contact the Commander or the Adjutant as soon as possible.
3. Decisions rest with the Adjutant; appeals may be made to the Commander.

Section XII – Guideline Amendments and Updates

The Department Commander reserves the right to revise these guidelines as needed. Updates will be issued in writing and take effect immediately upon release.

These guidelines supersede all previous Department of Maryland DAV travel Guidelines.

Respectfully,

Oscar W. Mardis

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DAV Department of Maryland