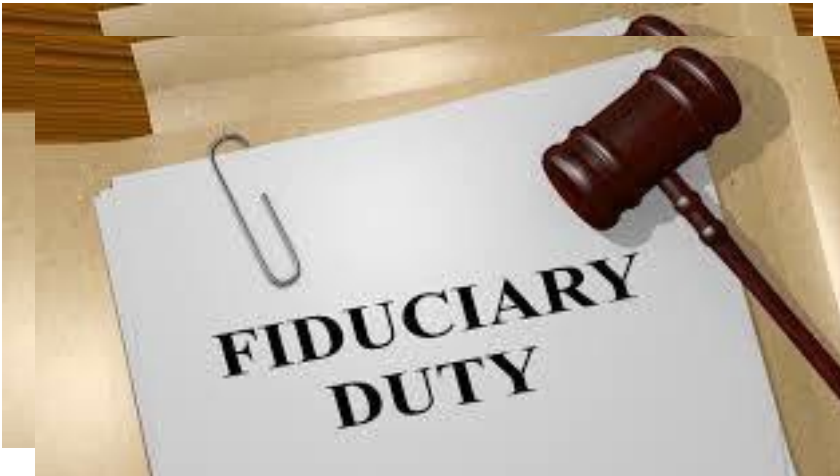


**DEPARTMENT OF FLORIDA
REIMBURSEMENT POLICY**



Effective: Jul 1, 2021

I. AMVETS Mission Statement

To enhance and safeguard the entitlements for all American Veterans who have served honorably and to improve the quality of life for them, their families, and the communities where they live through leadership, advocacy and services.

II. OBJECTIVE

Establish an accountable plan which adheres to the Internal Revenue Service (IRS) and/or Department of Labor (DOL) requirements for reimbursement.

III. OVERVIEW

AMVETS Department of Florida Bylaws, Article VI, Section 3. states: "All requests for approval of any travel reimbursement will be made by phone or letter to the Commander, and if granted, the signed authorization will be sent out immediately. No reimbursement will be made for any form of travel unless the request is accompanied by an expense report form that has been signed in advance by the Commander or approved by telephone.

IV. Accountable Plan

AMVETS is a Nonprofit Organization. We can either provide reimbursements under accountable plans or non-accountable plans. The basic difference is that if we follow an accountable plan, reimbursements won't need to be reported by employees or volunteers as taxable income. If we follow the rules of accountable plans, reimbursements won't be counted as compensation.

To meet the criteria of accountable plans, expenses incurred must relate to our mission such as payment for travel or room expense made while performing services for the AMVETS Organization. Then, the expense must be reported adequately and in a reasonable amount of time (within 60 days), and any excess reimbursements must be returned to the nonprofit within 120 days. If a reimbursement doesn't meet these three criteria, then it falls under a nonaccountable plan, and the expense must be reported as taxable income.

V. Reimbursement Rules

The most important reimbursement rule we have is you cannot get reimbursed without a properly filled out voucher. The voucher must be pre-approved by the Department Commander and signed off by the Department Commander after the mission is complete. Non-profits must keep expense reports prepared by our employees and volunteers. These reports will be the Expense Reimbursement Vouchers. The vouchers have been updated to include the IRS required information. The new vouchers include:

- The date(s) an expense was incurred
- The Place(s) an expense was incurred
- What was purchased

For travel: detailed descriptions with MapQuest distance traveled sheet attached
The business purposes
The person who incurred the expense

Employees and volunteers should save any receipts, invoices or other proof of purchase. The IRS requires that we keep documentary evidence of an expense, and together with our thorough expense reporting, can support each element of an expense. We must have both the report and documentation of the expense.

Our documentary evidence (receipts or invoices) should be adequate, according to the IRS. Employees and volunteers should make sure they provide itemized receipts or invoices to prove exactly what they spent on travel and entertainment expenses.

VI. SEC & Convention Expenses

Membership dues are inadequate to cover the Department operating expenses. Because of this we have to reduce expenses. The attached charts show the reimbursement that will take effect at the June 2020 Convention. As stated previously this is a volunteer organization. When we run for offices and accept appointments, we must be aware that reimbursements have changed.

VII. MILEAGE REIMBURSEMENT RATE

The IRS establishes a reimbursement rate for non-profit organizations of \$.14 ½ per mile. This rate has not changed over the years. However, with our accountable plan, we have the ability to set the rate up to \$.58. Anything over \$.58 is considered compensation. Because of our current financial position, we are setting the mileage rate at \$.35 per mile. Mileage will be based on MapQuest distances from your home of residence to the point of destination. A copy of the MapQuest sheet must be attached to the expense voucher. This will eliminate the requirement to show odometer readings.

VIII. EFFECTIVE DATE

This document is effective upon recommendation of the DEB, the finance committee and approval by the membership.

DEPARTMENT ELECTED OFFICERS

Department SECs & Conventions

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Commander	YES	YES	YES	YES
1 st Vice CDR	YES	YES	-	YES
2 nd Vice CDR	YES	YES	-	YES
Finance Officer	YES	YES	-	YES
Judge Advocate	YES	YES	-	YES
Provost Marshall	YES	YES	-	YES
Previous Dept CDR	YES	YES	-	YES
DEPT CHAPLAIN	YES	YES	-	YES
NEC	YES	YES	-	-
EXECUTIVE DIR.	YES	YES	-	YES
All Other PDCs	YES	YES	-	-
Quartermaster	YES	YES	-	-

NOTE: If you miss a night without cancelling the room you will be issued an invoice for your room night.

DEPARTMENT APPOINTED OFFICERS

Department SECs & Conventions

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
ROTC	Yes	1 Night	No	No
Sons Coordinator	Yes	1 Night	No	No
Inspector General	Yes	1 Night	No	No
Dep Provost Marshalls	Yes	YES	No	No
VAVS	Yes	1 Night	No	No
Legislative Officer	Yes	1 Night	No	No
Adjutant	Yes	YES	No	No
Juniors Coordinator	Yes	Yes	No	No

NOTE: If you don't give a floor report, you will pay the Department back for the room night. (this does not include the [Adjutant](#), Provost Marshalls)

DEPARTMENT COMMITTEE CHAIRPERSONS

Department SECs & Conventions

COMMITTEE	TRAVEL	HOTEL	MEALS	BANQUET
AADAA	Yes	1 Night	No	No
AMERICANISM	Yes	1 Night	No	No
Women Veterans Advisory	Yes	1 Night	No	No
Convention Chair	Yes	1 Night	No	No
Credentials	Yes	Yes	No	No
CBL Members	Yes	1 Night	No	No
Grievance	Yes	1 Night	No	No
Scholarship	Yes	1 Night	No	No
Long Range Planning	Yes	1 Night	No	No
Homeless Vets & POW/MIA	Yes	1 Night	No	No
Honor Guard	Yes	2 Nights	No	No
Finance Committee	Yes	3 Nights	No	No

NOTE: If you don't have a meeting, or don't give a report you will not be reimbursed for the one night. (this does not include the Honor Guard)

Grievance committee members are not reimbursed if there is no hearing.

NATIONAL DISTRICT III MEETINGS

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Dep. Cdr.	Yes	Yes	No	No
Exec. Dir.	Yes	Yes	No	No
NEC	Yes	Yes	No	No

NATIONAL CONVENTION

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Dept. Cdr.	Credit Card	Credit Card	Note(1)	Note(1)
Exec. Dir	Credit Card	Credit Card	No	Note(1)
1 st Vice Commander	Note ⁽¹⁾	Note ⁽¹⁾	No	No
2 nd Vice Commander	Note ⁽¹⁾	Note ⁽¹⁾	No	No
Finance Officer	Credit Card	Credit Card	No	No
Judge Advocate	Note ⁽¹⁾	Note ⁽¹⁾	No	No

Provost Marshall	Note ⁽¹⁾	Note ⁽¹⁾	No	No
Finance Committee	Note ⁽¹⁾	Note ⁽¹⁾	No	No
Previous Dept Cdr.	Note ⁽¹⁾	Note ⁽¹⁾	No	No
Other PDCs	No	No	No	No
Pre Registration	Note (2)(3)			

NOTE⁽¹⁾: The Finance committee will determine if the Department has the funds available and will recommend a stipend to be given to all elected officers (except NEC).

NOTE (2) The Finance committee will determine if the Department has the funds, available, and will recommend paying pre-registration for National Conventions

NOTE (3) The Department will no longer pay pre-registration for National Conventions



AMVETS
 (American Veterans)
 Department of Florida
EXPENSE REIMBURSEMENT FORM



NAME:	DATE:
TITLE:	PHONE:
ADDRESS:	

BUSINESS PURPOSE:

ATTACH SUPPORTING DOCUMENTS

MILEAGE			HOTEL		
DATE	ROUND TRIP MAPQUEST MILEAGE	AMOUNT \$	DATE Check in	DATE Check Out	AMOUNT \$
	Subtotal Mileage Amount @ \$.35 / mile	\$		Subtotal Hotel	\$

MISCELLANEOUS EXPENSES

DATE	EACH ITEM ON RECEIPT	BUSINESS USE	AMOUNT \$
		Sub Total Miscellaneous	\$

SUBMIT TO: Doug Furgeson, CDR 2939 Sunway Ln Lakeland, FL 33801 863 777-0938	PAID BY: Richard McKern Fin. 1598 Ruckel Drive Niceville, FL 32578 850 855-0474	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Sub Total Mileage</td> <td>\$</td> </tr> <tr> <td>Sub Total Hotel</td> <td>\$</td> </tr> <tr> <td>Sub Total Miscellaneous</td> <td>\$</td> </tr> <tr> <td>GRAND TOTAL</td> <td>\$</td> </tr> </table>	Sub Total Mileage	\$	Sub Total Hotel	\$	Sub Total Miscellaneous	\$	GRAND TOTAL	\$
Sub Total Mileage	\$									
Sub Total Hotel	\$									
Sub Total Miscellaneous	\$									
GRAND TOTAL	\$									

INTERNAL USE ONLY	
Approved Date by Dept. CDR:	CDR Signature:
DATE PAID:	CHECK NUMBER: