

AMVETS (American Veterans)



Department of Florida



Reimbursement Policy

2023



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. Reimbursement authorized in this policy (pages 4-7) are pre-approved by the Department Commander. All other reimbursements must be approved by the Department Commander.

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 expenses 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 expense

vouchers include the date, place, and description of the expense, the business purpose, roundtrip mileage using Google Maps, MapQuest, etc., and the name, address, and phone number of person incurring the expense.

Send copies of the receipts to the Department Commander for approval along with your receipts. The IRS requires that we deep documentary evidence of an expense.

VI. SEC & Convention Expenses

The attached charts show the reimbursement that will take effect immediately after recommendation from the Finance Committee at the October 2023 SEC. As stated previously this is a volunteer organization. When we run for offices and accept appointments, we must be aware of this reimbursements policy.

VII. MILEAGE REIMBURSEMENT RATE

Effective January 1, 2023 the published IRS rate for non-profit organizations of \$.14 per mile in service of charitable organizations, \$.22 per mile for medical or moving purposes and \$.65½ per mile for business purposes. Anything over \$.65½ is considered compensation and subject to taxation. The Department of Florida mileage rate is being set at \$.50 based on mileage from Google Maps, MapQuest, or equivalent apps for distances from your home of residence to the point of destination.

VIII. EFFECTIVE DATE

This document is effective upon recommendation of the Finance Committee, Department Executive Board, and approval by the membership.

DEPARTMENT ELECTED OFFICERS

Department SECs & Conventions

TRAVEL	TRAVEL	HOTEL	MEALS	BANQUET
Commander	YES	YES	NO	YES
1st Vice CDR	YES	YES	NO	YES
2nd Vice CDR	YES	YES	NO	YES
Finance Officer	YES	YES	NO	YES
Judge Advocate	YES	YES	NO	YES
Finance Committee	YES	YES	NO	YES
Provost Marshall	YES	YES	NO	YES
Previous Dept CDR	YES	YES	NO	YES
NEC	YES	YES	NO	NO
EXECUTIVE DIR.	YES	YES	NO	YES
All Other PDCs	YES	YES	NO	NO

NOTE 1: If you miss a night without cancelling the room you will be issued an invoice for your room night.

DEPARTMENT APPOINTED OFFICERS

Department SECs and Conventions

TITLES	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

Juniors Coordinator	Yes	2 Nights (With Juniors)	No	No
VAVS	Yes	1 Night	No	No
Legislative Officer	Yes	1 Night	No	No
PRO/Webmaster	Yes	Yes	No	No
Department Chaplain	YES	YES	NO	NO
Quartermaster/ Assistant	YES	YES	NO	NO
Adjutant	YES	YES	NO	NO

NOTE 1: If you don't give a floor report, you will pay the Department back for the room night. (this does not include the Provost Marshals, Chaplain, Assistant Quartermaster)

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	2 Nights	No	No
Credentials	Yes	3 Nights	No	No
CBL Members	Yes	1 Night	No	No
Grievance Committee	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
Personnel Committee	Yes	1 Night	No	No

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

NOTE 2: Grievance committee members are not reimbursed if there are no hearing.

NATIONAL DISTRICT III MEETINGS

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Department Commander	Yes	Yes	No	No
Executive Director	Yes	Yes	No	No
National Executive Committee	Yes	Yes	No	No

NATIONAL CONVENTION

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Department Commander	Credit Card	Credit Card	No	No
Exec. Dir	Credit Card	Credit Card	No	No
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
Adjutant	Note (1)	Note (1)	No	No
Pre-Registration	Note (2)	N/A	N/A	N/A

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.



**American Veterans
(AMVETS)
Department of Florida**



EXPENSE REIMBURSEMENT FORM

NAME:	DATE:
TITLE:	PHONE:
ADDRESS:	

BUSINESS PURPOSE:

ATTACH SUPPORTING DOCUMENTS

MILEAGE

HOTEL

DATE	ROUND TRIP MILEAGE	AMOUNT \$	DATE Check in	DATE Check Out	AMOUNT \$
Subtotal Mileage Amount @ \$.50 / mile		\$		Subtotal Hotel	\$

MISCELLANEOUS EXPENSES

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

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