

AMVETS (American Veterans)



Department of Florida



Reimbursement Policy

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
- Detailed descriptions with any computer program that will provide distance traveled
- 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 must 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 can 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 any computer program that will provide mileage 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 Policy Committee, DEB, the finance committee and approval by the membership.

DEPARTMENT ELECTED OFFICERS

Department SECs & Conventions

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

NOTE 2: Yes, equals two nights

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

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)

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	3 Nights	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
Policy 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 the one night. (this does not include the Honor Guard)

NOTE 2: 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

NOTE: National District III appointed officers are afforded a \$250.00 stipend upon approval from the Dept. Commander, Dept. Finance Officer and Dept. Finance Committee

NATIONAL CONVENTION

TITLE	TRAVEL	HOTEL	MEALS	BANQUET
Dept. Cdr	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)(3)	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.

NOTE 3: The Department will pay pre-registration for National Conventions based on Note 2.



**American Veterans
(AMVETS)
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: Eddie Bullock, CDR 2031 Abbey Trace Dr Dover, FL 33527	PAID BY: Cliff Sasfy, F.O. 3465 Laurel Greens Ln South #101 Naples, FL 34119	<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: