

October 10, 2019

**MEMO TO: All SAL Members Receiving Travel Reimbursements**

**FROM: Ken A. George, National SAL Liaison, The American Legion**

**SUBJECT: Sons of The American Legion Travel Reimbursement Policy**

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There have been many questions regarding travel reimbursements and entitlements for call-ins to meetings, official visits and national convention. In the past there were some unauthorized practices taking place that directly violated The American Legion Policy and Finance Manual, Chapter 9 – “Travel and Expense Reports” and Resolution 1 “Travel Policy for Call-ins” passed by The American Legion, National Executive Committee in Indianapolis, IN, October 2010. Travel reimbursements are designed to off-set the cost of a call-in and not be full reimbursement payments or compensation. Expenses eligible for travel reimbursements will be as follows:

#### **AIRFARE**

All flights should be booked through Joyce Hamilton in the Convention Division. Booking your own flight must be your last option, not your first option. The American Legion works with a travel agency service that allows better buying power based on the volume of purchases. You must book your flight as early as possible so that a reasonable rate can be obtained. Members will be scheduled flights from their home of record to the meeting city and back. Any flight diversions or deviations will be at the member's own expense.

For members claiming their own airfare - You shall receive reimbursement for the basic economy fair that is advantageous to The American Legion. Flight costs that appear excess will be checked against the known flight rate averages. Any unreasonable flight costs will be reimbursed at The American Legion rate and the remaining portion will be adjusted on the travel reimbursement total.

#### **Authorized Reimbursable Expenses:**

- Mileage (.51 a mile) or taxi from your home to airport and back (roundtrip).
- Up to 2 bags (roundtrip).
- Taxi from airport to meeting place and back (roundtrip \$32 max).

#### **Non-Authorized Expenses:**

- Upgrades of any kind
- First Class tickets
- Drinks and food
- Memberships or business class preferences
- Missed flights
- TSA pre-check
- Porter Services

- Airport lounge expenses
- Flight Insurance
- Flight schedule changes without prior authorization
- Unreasonable flight deviations that are outside the members home of record to the meetings city and vice versa.

#### **DRIVING PERSONAL VEHICLE OR CARPOOL**

Those who choose to drive their personal vehicle or carpool:

##### **Authorized Expenses:**

- Mileage shall be reimbursed at .51 cents a mile not exceed \$500 roundtrip (980 miles).
- \$50 flat fee for a parking offset at the hotel.

##### **Non-Authorized Expenses:**

- Miles traveled over 980 miles (\$500).
- Passengers claiming mileage that ride with the primary driver.
- Service and repairs
- Fuel
- Rental car

#### **LODGING**

Generally, lodging is not covered by the Sons of The American Legion unless the Sons of The American Legion pre-authorize you. Members who are authorized lodging paid for by The American Legion will be required to produce a personal credit card for room incidentals upon check-in. The Sons of the American Legion will only pay for the room and tax. Incidentals billed to your room and charged to The American Legion upon check out will be invoiced to the member and your detachment. Until reimbursements are received, all call-ins for that member will be suspended until such payment is received.

For National Officers on official visits and the visiting detachment did not cover your lodging - The National Officer may book their lodging and pay the expense out of pocket. The same policy listed above applies regarding incidentals. Upon checking out be sure to obtain a receipt and submit the expense for reimbursement upon your return.

## **PER DIEM**

### **Per Diem rates shall be paid as follows:**

- The first and last day of the call in you are entitled to \$50 each day - not go over \$100 total for each call in, unless otherwise specified.
- While attending a full day meeting or performing work and not a travel day you are entitled to \$100 per day.
- Meetings where The Sons of the American Legion paid for the members lodging you are entitled to only \$50 day.

### **NATIONAL CONVENTION**

- All members who receive a call-in to the National Convention are entitled to reimbursement for travel via airfare or mileage. The same provisions above apply as listed for airfare and driving personal vehicles.
- Lodging and per diem are not authorized for reimbursement unless pre-authorized. The same provisions above will apply as listed about for lodging and per diem.

### **MEMBERS WITH DUAL CALL-IN FOR THE SONS AND THE AMERICAN LEGION**

Dual SAL and American Legion members may receive a call-in from both organizations. Those dual members with dual call-ins would be entitled to travel reimbursement from both; however, the final allocation will be split as follows:

- Per diem will be divided based on the separate call-ins.
- Travel, whether driving or flying, will be evenly divided between the two organizations.
- When completing your travel reimbursement, you are obligated to notify National staff you have a dual call-in by producing your call-in letter for The American Legion and SAL.
- Failure to disclose your dual call-in status when filing a travel reimbursement may result in a manual correction (if necessary) of your travel reimbursement without notice.

### **FRAUDULENT REIMBURSEMENTS CLAIMS**

Members who attempt to make fraudulent travel reimbursements may have their call-in status suspended pending an investigation. Please note that this fraudulent claims policy would not include miscalculations or adding errors. In those calculation error cases, a manual correction will be made so as not to hold up the travel reimbursement from being processed..