

Excerpt from Procedural Manual Page 20

ALLOWABLE TRAVEL EXPENSES FOR DEPARTMENT OFFICERS, DECS, & COMMITTEE MEMBERS OR ALTERNATES

These allowable travel expenses are for all elected and appointed Department officers as well as the DECs or their alternates and Committee members.

1. Midyear Conference
 - a) Round trip mileage at 14 cents per mile (should be accompanied by copy of actual mileage from mapquest or like source)
 - b) Fifty percent of one night's hotel stay (must be accompanied by copy of hotel bill) or
 - c) Per diem of \$30.00 if the officer does not have a hotel bill.
2. Department convention for department elected and appointed officers (**not DECs or their alternates**)
 - a) Round trip mileage at 14 cents per mile (should be accompanied by copy of actual mileage from mapquest or like source)
 - b) Fifty percent of one night's hotel stay (must be accompanied by copy of hotel bill) or
 - c) Per diem of \$30.00 if the officer does not have a hotel bill.
3. **Department convention for DECs or their alternates:** Expenses for travel and attendance at the Executive Board meeting will be paid by the individual districts according to the district's budget.
4. **Other travel** such as the department president's visit to the American Legion Auxiliary Colorado Girls State or other events when attendance is required. Roundtrip mileage at 14 cents per mile and should be accompanied by a copy of actual mileage from mapquest or like source.
5. **Other expenses** for Officers and Committee members to follow above guidelines and to be within the allowed budget such items as postage, food, gas, etc.

CREDIT CARD PURCHASES MADE PRIOR TO OUT OF STATE MEETINGS AND CONFERENCES

1. This section pertains to reserving and purchasing airline tickets, hotel reservations, and other allowable expenses made prior to the scheduled meeting or conference. This procedure is applicable to all elected auxiliary officers, employees, and standing committee chairmen.
2. These meetings and conferences may include but are not limited to the Washington Conference, Department Leadership National conference and any Divisional meetings.
3. Expenses for the events described above paid for on your personal credit card account will be reimbursed, with receipts.