

**DEPARTMENT OF WASHINGTON
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Travel Policy



2025-2026

AS APPROVED BY THE WASHINGTON VFW COUNCIL OF ADMINISTRATION

Rev 5/8/2025

Travel

1. All approved travel by an authorized Officer, Honor/Color Guard member, designated representative or Committee member within the Department shall be reimbursed at the current rate of \$.70 per mile in accordance with the IRS.gov Standard Mileage rates for 2025.
 - a. Authorized hotel reimbursement cost shall be equal to the incurred costs with receipts. The rate shall be GSA provided rate, not to exceed \$150/night whichever is higher. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - b. When overnight lodging is required to be paid, a meal per diem is authorized in the amount of \$84.80 per day.
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - c. When overnight lodging is not required and food is not provided, meal per diem is authorized in the amount of \$84.80 per day, if travel exceeds more than seventy-five miles or official business is more than 4 hours including travel time.
 - d. Department Officer's travel allowance shall be set by the Department Finance Committee with approval of the Council of Administration. Official travel includes VFW business within the State of Washington and authorized events at Western Conference and National events requiring attendance. Department Officers shall not exceed the approved budget amount by more than 5%, without the Council of Administration approval for exceeding budgeted amount.
 - e. Travel of all other persons not otherwise provided for in the budget, who are assigned or designated by the State Commander to be a representative at functions throughout the State, shall be reimbursed from the Commanders Authorized Travel Fund.
 - f. Department Employees are defined as personnel who are hired to perform services for veterans and the VFW organization. When a department employee is required to attend official functions such as Annual Convention, Mid-Winter Conference, School of Instruction, or other official training programs for job requirements or duties, they shall receive the following:

1. If the function is more than seventy-five miles from the employees' work or home address, the Department shall provide or pay for the hotel room. The approved current mileage rate of \$.70 per mile per the IRS Standard mileage rates for 2025 and lodging rates shall be the GSA provided rate, not to exceed \$150/ night whichever is higher. <https://www.gsa.gov/travel/plan-book/per-diem-rates>, as approved by the Council of Administration, shall be the reimbursement amount.
 2. Employees' rooms will only be provided when determined that the employee will be traveling or working equal to the hours of the employee's normal work schedule.
 3. Service Division employees will be reimbursed at the current federal rate for mileage incurred on official business.
 4. Advance travel, not to exceed 75% of the anticipated costs may be requested on an individual case by case basis. Final approval for any advance is at the discretion of the State Quartermaster and State Commander.
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2. Authorized travel expenses of State Officers and staff to the Western Conference and National events shall be set by the Department Finance Committee and approved by the Council of Administration. The reimbursement rate for travel outside Washington state including the Western Conference, National Convention, or other authorized National events shall be the lesser amount of mileage costs or airline travel costs (inclusive of taxi fares) obtained from the Veteran Travel Service fees for travel.
 3. Travel expenses of Department Officers and staff for travel to authorized official events that are reimbursed by funding from National Headquarters, Posts or District funds, will not be authorized for any additional reimbursement using Department funding. Any funds, not funded by other entity, may be submitted for reimbursement.
 4. State officers and Committee members shall not be permitted to use any expense account for out of state travel, except for specifically appropriated funding for the designated purpose approved by the Council of Administration.

5. No more than one person per automobile shall be reimbursed for authorized mileage allowance for travel using Department funding. All officers, staff and committees are encouraged to travel together, when possible, to assist in conserving expenses incurred.
6. Reimbursement allowances may be authorized by the State Commander from regularly budgeted expense allowance in cases where it is necessary that the officer, committee member or authorized representative pay for overnight lodging to complete their assigned duties. Receipts will be required and attached to all vouchers submitted for reimbursement.
7. No purchases of supplies, equipment, performance awards shall be made by committee chairperson/members or officers without obtaining prior approval of the State Commander.
8. Each monthly expense voucher shall be submitted to the Department Adjutant/Quartermaster no later than 30 days following the expenditure, except for the month of June. All expense vouchers shall be submitted prior to June 30th due to the ending of the fiscal year budget. Any vouchers received after the June 30th deadline will not be reimbursed to allow for fiscal year end budget closeout.

Council of Administration

1. Members of the Council of Administration shall be authorized mileage from their homes to each meeting site of the Council which they are required to attend, be present and return home. The paid mileage is determined by authorized mileage tables.
2. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
3. Where otherwise qualified, reimbursement of up to \$84.80 meal per diem, shall be authorized to each member of the Council of Administration for each Council duty day and each day of the Department Conference / Convention at which they are present where food is not provided, not to exceed four days. Mileage for Council members from their home to the Convention site is authorized. New incoming Council members will receive up to three days plus mileage for the purpose of conducting Convention business and installation of Council members. A maximum of five days is authorized for any one Council member.

4. When the State Adjutant is required to conduct an electronic vote concerning business matters including funding, a copy of the voting results shall be provided to the Department Quartermaster and Council members as needed. A voucher and report shall be provided to the State Trustees showing authorization for fund accountability.

Department Committees

1. Department committee travel shall be reimbursed from the program budgets as authorized by the State Commander and approved by the Council of Administration.
2. The Department Standing Committees for the 2025-2026 term shall be as follows:

Commanders Advisory Board	Governor's Advisory Board	Public Relations
Honor / Color Guard	State Legislative	VFW Riders
Buddy Poppy	Community Service	Public Servant (Safety)
Heroes in the Ballpark	POW/MIA	Humanitarian
National Home	Teacher of the Year	Youth Essay
Veteran of the Year	Wreaths Across America	Patriot Pen
Voice of Democracy	Scouting	Youth Activities
By Laws/ Resolutions	Conference/Convention	Service Division
Service Div. Employment	Finance	Hospital
Membership	Time and Place	Social Media
Audit (1 year Trustee)		

3. All Appointed Officers not specifically given travel / reimbursement within the Department of Washington shall get approval from the State Commander prior to being reimbursed for any travel expenses.
4. Committees now existing or hereafter appointed by the State Commander, along with appointed Standing Committees will serve at the Commander's pleasure.

Hospital Chairman / VAVS Representative

1. Funding in support of the Hospital / VAVS program will be disbursed by the State Quartermaster as follows:
 - a. On July 1st, half of the authorized funds for each supported unit will be deposited into the appropriate chairperson/VAVS representative bank account. Each VAVS representative shall be required to submit monthly reports, due by the 10th day of the following month, even if there is no activity. The report shall include copies of receipts, showing fund expenditures, to the State Quartermaster and Surgeon.
 - b. On January 1st, or within five days after, the remaining funds will be deposited into the appropriate Chairman/VAVS representative account providing that the funds previously issued are accounted for and reported on the monthly reports. Any remaining funds are to stay in the VAVS accounts.
 - c. If the Chairman / VAVS representative determines their facility does not support monthly events, the funds may be utilized for a specific time or event to support the facilities schedule (Christmas, Thanksgiving, Easter, etc.). Reports and receipts are still required to be submitted monthly for accountability of funds.
 - d. Funds received from any outside source other than the Department, such as Fred Meyer for Retsil facility, must be forwarded to the State Quartermaster for accounting purposes and will be deposited into that specific VAVS account.
 - e. Cash is authorized to be drawn utilizing the VAVS debit card. All cash must be accounted for on the monthly report with supporting receipts defining as to where and for what withdrawn cash was used.
 - f. Each VAVS representative will receive a copy of the bank statement from the State Quartermaster and will verify the entries, verify the correctness and ensure they agree with the monthly reports.
2. The State Surgeon will give a report on Hospital activities at both the Mid-Winter Conference and the annual Convention.

State Committees

1. Any Special Investigation Committees assigned by the State Commander or by the request of the Council of Administration, shall be authorized for reimbursement and mileage in the performance of their assigned duties, using funds allocated for that purpose.

Department Convention

1. The committees that have completed their assignments and have been dismissed upon completion of the Mid-Winter Conference will not be reimbursed for the Department Convention.
2. Only those active committee chairperson and members required to be present for committee action and giving a report shall be entitled for reimbursement of the expenses incurred.

Summary:

1. To increase efficiency and keep expenses minimal, the committee chairperson shall be in an appointed position. Large committees are cumbersome, and it is difficult for all members to be in the same meeting area at the same time.
2. Mileage and reimbursement allowance for officers and committee members in the Financial Statement of Policy shall not be considered as salary or compensation for any time spent in the performance of their assigned duties.

Accepted and approved by the 2025-2026 Council of Administration on June 28, 2025.

Original Signed

Joe Wright
State Adjutant

Original Signed

Drew James
State Commander