NATIONAL EXECUTIVE COMMITTEE
OF
THE AMERICAN LEGION
INDIANAPOLIS, INDIANA
OCTOBER 13-14, 2010

Resolution No. 1: Travel Policy For Call-Ins
Origin: Finance Commission
Submitted by: Finance Commission

WHEREAS, All persons, including but not limited to Past National Commanders, members of the National Executive Committee, Department Commanders, Department Adjutants and members of the commissions and committees, who are called-in by National Headquarters to attend and participate in meetings and functions of The American Legion receive reimbursement for travel and per diem; and

WHEREAS, The National Finance Commission performs periodic review of reimbursements; and

WHEREAS, It is the intent that reimbursements to authorized call-ins be equitable and fair to all; now, therefore, be it

RESOLVED, By the National Executive Committee of The American Legion in regular meeting assembled in Indianapolis, Indiana, on October 13-14, 2010, That effective January 1, 2011, authorized reimbursement for official call-ins shall be as follows:

1) If travel is accomplished by air (or other commercial mode), reimbursement shall be

a. Cost of airline round-trip ticket, not to exceed coach fare, from point of departure to destination (copy of ticket must be presented with expense voucher for reimbursement in lieu of reservation being made through the National Headquarters Convention and Meetings Office)

b. Mileage at a rate established by the Finance Commission (currently 48.5 cents) per mile round trip from home to airport (or reimbursement of transportation thereto, with receipt)

c. Reimbursement of airline baggage fees not to exceed amount established by the Finance Commission (currently two bags)

d. Payment of one round trip cab/limo in the meeting city at the established rate for reimbursement from airport to meeting location, and

e. $100 "travel per diem" for any person called-in to a national meeting irrespective of the mode of travel

2) If travel is accomplished by automobile, reimbursement shall be

a. The lesser of:

i. Mileage at a rate established by the Finance Commission (currently 48.5 cents) per mile round trip from point of departure to destination, or

ii. "Substitute airfare" at a rate established by the Finance Commission (current rate $500.00)

b. $50 to offset the cost of parking, and

c. $100 "travel per diem" for any person called-in to a national meeting irrespective of the mode of travel

3) Per Diem reimbursement allowed, subject to redetermination by the National Executive Committee as circumstances from time to time warrant

a. Per diem reimbursement for number of days authorized shall be at the rate of:

i. $150.00 for meetings held in Washington, DC

ii. $120.00 for the National Convention city and

iii. $100.00 for all other cities; and, be it finally

RESOLVED, That the National Finance Commission shall have authority to change the above rates at such times as it deems necessary, provided that such changes shall be reported to the National Executive Committee at its next scheduled meeting following the action of the National Finance Commission.