



Polish Legion of American Veterans, USA
National Department – Service Officer’s Expense Report



Name _____
 Title _____
 Date _____

Purpose _____
 From _____
 To _____

<i>Date</i>	<i>Description</i>	<i>Transport</i>	<i>Lodging</i>	<i>Per- Diem</i>	<i>Other</i>	<i>TOTAL</i>
Column Totals						

My spouse (is) (is not) a National Veterans or Elected Auxiliary Officer.
I (am) (am not) Sharing a ride with another National Veterans or Elected Auxiliary Officer.
I (am) (am not) a Past National Commander who is not currently serving in an elected or appointed National Office and therefore entitled to one (1) nights lodging and \$20 per diem.

Grand Total

Signature _____

Approved _____

Airfare and other public carrier

- Mileage is not paid to and from airport
- Only coach fare is allowed. Please make reservations at least 30 days prior to meeting for best fare.
- No insurance cost on any airline or other public carrier will be allowed.
- Airport or station parking while traveling is an allowable expense.

Travel by automobile

- Round trip mileage will be reimbursed at 35 cents per mile.
- Mileage exceeding the cost of coach airfare will be reimbursed at the airfare cost.
- Highway tolls and parking fees are allowable expenses. All other costs will not be reimbursed.
- You may not claim travel expense if you live within thirty (30) miles of the meeting site.

Lodging

- Only two (2) nights lodging expense will be reimbursed for NEC meetings.
- Commander and V.A.V.S. Director will be reimbursed three (3) nights lodging only if a VA Medical Center visit is scheduled
- Anyone sharing a room with another Veteran or National Auxiliary Officer or State Auxiliary Officer will share equally in
 - the cost of the hotel expense
 - expense to and from the airport
 - travel by car if applicable