

CAL EANGUS Travel Reimbursement Policy

Objective:

The purpose of this policy is to establish guidelines and procedures for the reimbursement of travel expenses incurred by employees or authorized personnel while on official business for the California Enlisted Association of the National Guard of the U.S. (CAL EANGUS). This policy aims to ensure fair and consistent reimbursement while maintaining fiscal responsibility.

Scope:

This policy applies to all board members, and other individuals authorized to travel on behalf of CAL EANGUS.

Guidelines:

1. Eligibility:

- a. Only authorized personnel, as determined by the President or Vice President, are eligible for travel reimbursement.
- b. Travel must be for official business purposes and approved in advance.
- c. Approval can be provided either verbally or in writing.

2. Reimbursable Expenses:

- a. Transportation: Actual and reasonable expenses for airfare, train fare, bus fare, taxi/rideshare, rental car or mileage (as per the current Federal IRS standard mileage reimbursement rate).
- b. Accommodation: Actual and reasonable expenses for necessary hotel stays, subject to a maximum nightly rate as determined by the Approving Official/s.
- c. Meals: meals are not reimbursable. No per diem is authorized or provided.
- d. Other Expenses: Reasonable expenses for business-related communication, parking, tolls, registration fees, rental car fuel and other incidentals with proper documentation.
- e. Travelers must be vigilant to use the least expensive option (i.e.: economy parking, regular octane fuel, etc.)

3. Non-Reimbursable Expenses:

- a. Personal entertainment expenses, including but not limited to, shows, tours, and personal leisure activities.
- b. Gratuity.
- c. Expenses incurred by individuals not authorized for travel.
- d. Expenses for individuals who do not comply with the pre-approval process.
- e. Upgrades to travel accommodations (i.e.: First Class, etc.)

4. Pre-Approval Process:

- a. All travel must be approved in advance by either the President or Vice-President.
- b. A planned itinerary and estimated expenses must be submitted for approval before the commencement of travel.

5. Documentation:

- a. Original scanned receipts must be submitted for all expenses.
- b. A completed and signed travel expense report, including a detailed breakdown of expenses, must be submitted within 30 days following the completion of travel.

6. Constructive Travel:

- a. When travelers are requesting mileage reimbursement greater than 250 miles one way, a cost estimate must be completed against commercial airfare and the traveler will be reimbursed whichever is less.

- b. Travelers will visit

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program> to estimate one way travel and provide the commercial airfare cost and the mileage reimbursement rate cost.

7. Timely Submission:

- a. Travel reimbursement requests must be submitted within 30 days of completing the trip.
- b. Late submissions may result in delays in processing or denial of reimbursement.

8. Approval Process:

- a. The completed travel expense report will be reviewed and approved by the President or Vice-President.
- b. The Treasurer will process approved reimbursements in a timely manner.

9. Travel Voucher Request

- a. Travel Vouchers will be submitted at

<https://caleangus.org/cal-eangus-board-3/board-member-reimbursement-request-form/>

- b. All receipts will be uploaded either using the webpage form or by emailing the treasurer directly.
- c. Travelers will be reimbursed either by a check or Zelle within 14 days of submitting an approved voucher.

10. Compliance:

- a. All travel reimbursement requests must comply with this policy.
- b. Non-compliance may result in the denial of reimbursement or other appropriate actions.

11. CAL EANGUS Arranged Travel vs. Personally Procured Travel

- a. Travelers have the option of CAL EANGUS procuring and directly paying for travel arrangements through the Treasurer or the President.
- b. When CAL EANGUS arranges travel, the traveler must submit receipts to the Treasurer for timely bookkeeping.
- c. Any deviation of CAL EANGUS arranged travel for the purpose to personally benefit the traveler may not be reimbursed by CAL EANGUS.
- d. Travelers may arrange their own travel using their own funds for travel, and request reimbursement at the conclusion of the trip.

12. Review and Amendment:

- a. This policy will be reviewed periodically to ensure relevance and effectiveness.
- b. Amendments may be made as needed, with the approval of [appropriate authority].

Approval:

This policy is effective as of October 1, 2024 and requires approval from the CAL EANGUS Board of Directors.

Review Date:

This policy will be reviewed on an annual basis or as needed.

Points of Contact:

For inquiries or clarification regarding this policy, contact the President or the Treasurer.

Josh J. Baker
State President
CAL EANGUS