

PROMENADE NATIONALE
TRAVEL ALLOWANCE / REIMBURSEMENT AUTHORIZATION TABLE

(Adopted Sept 15, 2018 by the 99th Promenade Nationale effective after the 99th Promenade Nationale)

Title	(a) Allowance and/or Reimbursement				Per Diem		Reimbursement Source
	Includes	Transportation	Lodging	Num of Nights	Amount	Num of Days	
Chef de Chemin de Fer	Self & Guest	Paid in Full	One Complimentary Suite	6	\$35.00	7	General Fund
Sous Chef de Chemin de Fer	Self	(d) Standard	(b) One Regular Room	4	\$35.00	5	General Fund
Correspondant Nationale	Self	Paid in Full	One Complimentary Suite	8	\$35.00	9	General Fund
Sous Correspondant Nationale	Self	(d) Standard	(b) One Regular Room	4	\$35.00	5	General Fund
Commissaire Intendant	Self	(d) Standard	(b) One Regular Room	5	\$35.00	6	Arduy Trust
Avocat National	Self	(d) Standard	(b) One Regular Room	5	\$35.00	6	General Fund
Recorder National	Self	(d) Standard	(b) One Regular Room	4	\$35.00	5	General Fund
Aumonier National	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
L'Editeur National	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Finance Committee Members	Self	(d) Standard	(b) One Regular Room	4	\$35.00	5	Arduy Trust
Trophies and Awards Committee (Chairman)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Trophies and Awards Committee (Member)							
Time and Place Chairman	Self	(d) Standard	(b) One Regular Room	4	\$35.00	5	General Fund
Committee on Committees	Self	(d) Standard	(b) One Regular Room	5	\$35.00	6	General Fund
Historien	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Gardes de la Porte	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Drapeau	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Arduy Child Welfare Trust Committee	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Arduy Trust
Boland Nurses Training Trust Committee	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Boland Trust
Chef de Chemin de Fer Passé (i)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General fund
Voiture Nationale Staff (g)	Self	Paid in Full	(c) Complimentary Regular Room	(h) 7			General Fund
Directeur (Americanism) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Americanism
Sous Directeur (Americanism) (j)							
Directeur (Box Car) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Box Car
Sous Directeur (Box Car) (j)							
Directeur (Carville Star) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Carville Star
Sous Directeur (Carville Star) (j)							
Directeur (Child Welfare) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Child Welfare
Sous Directeur (Child Welfare) (j)							
Directeur (Membership)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund

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Sous Directeur (Membership)							
Directeur (Nurses Training) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Nurses Training
Sous Directeur (Nurses Training) (j)							
Directeur (POW/MIA) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	POW/MIA
Sous Directeur (POW/MIA) (j)							
Directeur (Public Relations)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (Public Relations)							
Directeur (Ritual)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (Ritual)							
Directeur (Special Awards)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (Special Awards)							
Directeur (VAVS)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (VAVS)							
Directeur (Voiture Activities)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (Voiture Activities)							
Directeur (Walk)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	General Fund
Sous Directeur (Voiture Activities)							
Directeur (Youth Sports) (j)	Self	(d) Standard	(b) One Regular Room	3	\$35.00	4	Youth Sports
Sous Directeur (Youth Sports) (j)							
Americanism of the Year Award Recipient (e)	Self & Guest	(d) Standard	(c) Complimentary Regular Room	3			(k) Americanism
Law Officer of the Year Award Recipient (e)	Self & Guest	(d) Standard	(c) Complimentary Regular Room	3			General Fund
Voyageur of the Year Award Recipient (f)							
Hero of the Year Award Recipient (f)							
City of The Year Award Recipient (f)							
Travel Reimbursement Policy or Practice Color Index	Covered by current Voiture Nationale policy.						
	Covered by current Voiture Nationale practice.						
	NOT covered by Finance policy. May be covered by current program policy and/or practice.						
	Not covered by Voiture National policy or practice.						

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	Includes	Transportation	Lodging	Num of Nights	Amount	Num of Days	
<p>(a) Multiple reimbursement claims by a single individual, for any single purpose or event covering the same period of time, IS NOT AUTHORIZED! Should an individual qualify for multiple reimbursements, only that authorized single claim for the greatest reimbursement amount shall be approved.</p>							
<p>(b) One Regular Room - Authorized individual will present payment for lodging at check-in. Within thirty (30) days of the close of the Promenade National event, the Individual will submit an official reimbursement claim for the cost of said lodging, on the applicable form designated for such. The total cost of authorized lodging reimbursement amount shall be determined by multiplying the total daily cost of a standard lodging room (including applicable city, State and Federal taxes), in the assigned facility, by the number of lodging nights authorized or the number of lodging nights actually utilized, whichever is the LESSER. Individuals will be responsible for any incidental lodging costs, which shall include POV parking charges as applicable, and will NOT be reimbursed for such. If POV (motor coach, camper trailer, etc) lodging is used and claimed, the total authorized POV cost of lodging reimbursement amount shall be determined by multiplying the total daily parking space lease cost (including applicable hook-up and other fees and taxes), by the number of lodging nights authorized or the number of lodging nights actually utilized, whichever is the LESSER. The total authorized cost of lodging reimbursement shall be either the total hotel cost of lodging (using event the headquarters hotel lodging cost), or the total POV cost of lodging, whichever is the LESSER. Authorized individuals will be reimbursed only for the mode of lodging actually utilized and so verified by an acceptable receipt. Utilizing one mode of lodging, such as POV (motor coach, camper trailer, etc.), and claiming an alternate mode of lodging, such as hotel cost reimbursement, or the reciprocal, IS NOT AUTHORIZED! Per Diem and overnight lodging reimbursement will NOT be paid during the period of travel to and from any Promenade Nationale event.</p>							
<p>(c) One Complimentary Regular Room - Individual will NOT be required to present payment for room at check-in. Room charge will be put on the Promenade Nationale Master Account. Individual will be responsible for incidental lodging costs, which shall include POV parking charges as applicable, and will NOT be reimbursed for such.</p>							
<p>(d) Standard Transportation Reimbursement Allowance is calculated as the cost of one (1), direct, round-trip coach airfare vs. the cost of direct round-trip POV travel mileage, whichever is the LESSER. Direct POV (car, truck, motor coach, motorcycle, etc.) mileage reimbursement allowance is calculated at the rate of \$.30 per mile driven. Per Diem and overnight lodging reimbursement will NOT be paid during the period of travel to and from any Promenade Nationale event.</p>							
<p>(e) Complimentary lodging in the event headquarters hotel will be provided for a minimum of three (3) days. Individual will receive a complimentary banquet ticket for them self and a guest, as applicable. Individual will NOT receive a per diem and will be responsible for all incidental lodging costs, which shall include POV parking charges as applicable.</p>							
<p>(f) Each award recipient is contacted and informed of their selection to receive the applicable award. Each award recipient is encouraged to attend Promenade Nationale, but is also informed that their attendance is optional. Each award recipient is informed that should they choose to attend the Promenade Nationale event, the costs incurred for doing so (transportation, lodging, subsistence, POV parking, etc.), shall be the responsibility of the award recipient. The Voyageur of the Year and City of the Year award recipients receive NO reimbursement of their costs for attending Promenade National. The Hero of the Year Award recipient however, receives \$500 from the Special Awards Committee to cover travel related costs. Should an award recipient attend the Promenade Nationale event, they will receive a complimentary banquet ticket for them self and a guest, as applicable. Should an award recipient choose to attend the Promenade Nationale event, they will be given the opportunity to be lodged in the event headquarters hotel.</p>							
<p>(g) Voiture Nationale Staff members, EXCLUDING the Correspondant Nationale, are reimbursed ONLY for those authorized out-of-pocket travel costs NOT paid by Voiture Nationale. National Staff members will NOT receive a per diem during the period of their travel or stay at Promenade Nationale. Instead, each traveling staff member will receive a \$500 subsistence allowance advance per event or travel occurrence. Each National staff member will receive a complimentary banquet ticket for them self and a guest, as applicable. National staff members will each receive complimentary lodging in the headquarters hotel for the period of official travel, as determined applicable by the Correspondant Nationale. Each staff member will be responsible for their own incidental hotel costs, which shall include POV parking charges as applicable, and will NOT be reimbursed for such.</p>							
<p>(h) Base travel days allowance indicated. Actual number of travel days applicable for each Promenade National event will be determined annually and directed in advance by the Correspondent Nationale.</p>							
<p>(i) Pursuant to the provisions detailed in "(a)" and "(b)", a Chef de Chemin de Fer Passé who attends Promenade Nationale is authorized to submit a claim for both per diem and for reimbursement of travel and lodging costs associated with such; providing that at the time of such claimed travel, the submitting Chef de Chemin de Fer Passé was NOT otherwise authorized reimbursement of travel and lodging cost as an elected National Officer, or was an appointed member or advisor of a National Committee.</p>							

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<p>(j) The Finance Committee has established travel reimbursement guidelines to assure fairness and equitability between programs, and to assure adherence to acceptable standards of fiduciary responsibility. Each program must decide to either adopt the established guidelines, or to establish its own subject guidelines or some combination thereof. The program may also choose to forego the payment of any type of program related reimbursements. <i>Such independent action by each Program MUST occur annually, and in proper form and manner, during the applicable program committee meeting at a Promenade Nationale. Furthermore, the details and facts of such action MUST be contained in the official minutes of said program committee meeting.</i></p> <p>IMPORTANT! Any and all program related reimbursements MUST be substantiated by acceptable receipt documentation. IRS regulations require Voiture Nationale to issue a Form 1099 to any Program Committee member who has received payments totaling \$600.00 or more within a single tax year; where said payments were NOT substantiated by acceptable documentation. Any individual receiving such a Form 1099 would be required to pay the tax applicable for the payments received. The Finance Committee guidelines recommend that program related payments to Program Committee members, NOT be made unless they are substantiated by acceptable documentation. The Finance Committee further recommends that NO program related payments be made to Program Committee members, as compensation for services rendered to La Societe.</p> <p>The Finance Committee realizes that the guidelines established by each program may NOT satisfy every possible situation and that in some rare and unique instances, the guidelines may not cover the circumstance of concern, mitigating or otherwise. In such instances, it is the responsibility of the applicable Directeur to apply and exercise good judgment and common-sense in addressing any subject related question or concern. If desired, the Directeur may also request advice, guidance and/or assistance from the Finance Committee.</p>							
<p>(k) Funding for the Americanism of the Year award recipient, is given by the Americanism program, and is in the form of an annual \$1,200.00 donation to Voiture Nationale, earmarked for the award.</p>							