

# POLICY MANUAL OF LA SOCIETE DES QUARANTE HOMMES ET HUIT CHEVAUX



## **SUBJECT: TRAVEL**

IT IS THE POLICY OF LA SOCIETE DES QUARANTE HOMMES ET HUIT CHEVAUX (HEREIN REFERED TO AS "40&8"), TO DEVELOP AND MAINTAIN AN ORGANIZATIONAL POLICY AND PRACTICES MANUAL DESIGNED TO SERVE AS A PRIMARY MEDIUM OF COMMUNICATION FOR INFORMING MEMBERS AND EMPLOYEES OF:

1. The approved and authorized travel policies and practices;
2. Travel reimbursement guidelines; and
3. The responsibilities applicable under these policies and practices.

THE OBJECTIVES OF THIS TRAVEL POLICY AND PRACTICES MANUAL ARE TO:

1. Ensure clear and consistent understanding of the travel policy of the 40&8;
2. Provide guidelines covering travel and associated expenses, as well as the documentation required for the substantiation and reimbursement thereof;
3. Identify lines of authority and responsibility for administration of 40&8 travel policy and procedure;
4. Standardize the handling of recurring 40&8 travel related administrative matters.

**NOTE:** The policies and practices described in this manual are subject to change as deemed advisable and/or necessary, by action of Promenade Nationale.

(March 2013)

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## ***I. Overview***

**The 40&8 recognizes and appreciates the efforts of those members and employees who perform official travel in direct support of the goals, purposes and programs of the 40&8. The 40&8 also recognizes and appreciates the actions and efforts of every Grand Voiture, Voiture Locale and National Program Committee members who facilitate such travel.**

**Members and employees should be aware of, and understand, the 40&8's official travel policy; be comfortable and safe while traveling and, as authorized and applicable; receive timely reimbursement. At the same time, travel costs submitted for reimbursement must be incurred and reported in accordance with the policy provisions and guidelines within.**

**All National 40&8 Programs MUST adhere to this National 40&8 Official Travel Policy. Those national programs which generate their own funding (i.e., Americanism, Box Car, Child Welfare, Nurses Training, POW/MIA and Youth Sports) however, may chose to establish their own program specific travel provisions. Such national program established travel provisions may be more restrictive, but may NOT be more relaxed or generous than the National 40&8 Official Travel Policy stated herein. Furthermore, should a national program establish travel provisions which are more restrictive, such provisions must be applied and practiced consistently.**

## **II. Terms and Definitions**

- A. Member:** An eligible individual who has paid dues and is a member in good standing of the 40&8.
- B. Employee:** An individual who is a compensated, on either a full or part-time basis, by Voiture Nationale.
- C. Official Travel:** Travel which is performed in direct support of the general goals, purpose and mission of the 40&8, and/or in direct support of a specific national program of the 40&8. There are three (3) categories of Official Travel.
- 1. Regular Travel:** Requested, approved and planned travel which is performed at the formal request of a Grande Voiture. Or, approved and planned travel which is performed on an annual or recurring basis, as an organizational requirement or tradition of the 40&8. Authorized and applicable costs associated with Regular Travel are paid and/or reimbursed by Voiture Nationale.
  - 2. Special Purpose Travel:** Approved travel which is performed for any of the following reasons. Authorized and applicable costs associated with Special Purpose Travel are paid and/or reimbursed by Voiture Nationale.
    - a)** To attend the annual Promenade Nationale, in accordance with the established Promenade Nationale Travel Allowance and Reimbursement Authorization Table.
    - b)** To officially represent the National 40&8 Organization, at the bereavement ceremony for a Chef de Chemin de Fer passé, or other such organizationally or nationally noteworthy individual.
    - c)** Or, such travel which may, from time to time, be performed by the Chef de Chemin de Fer, or other organizational designee, that is considered to be necessary and advantageous to the goals, purpose, mission or program(s) of the National 40&8 Organization.
  - 3. Program Travel:** Approved travel which is performed in direct support of the goals, purpose and mission of a specific national program or committee of the 40&8. Authorized and applicable costs associated with Program Travel are paid and/or reimbursed by the approving 40&8 National Program.

**IMPORTANT! Any and all program travel 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, during any single tax year, received travel or other program related payments totaling \$600.00 or more; where such 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 ALL program related payments to Program Committee members, travel related or otherwise, be approved only when substantiated by acceptable documentation.**

**D. Official Travel Authorization**

- 1. In each instance involving approved Regular or Special Purpose official travel, the Correspondant Nationale shall cause a Travel Authorization Notice to be issued to the member or employee, designated or otherwise authorized, to perform the official travel.**
- 2. Travel Authorization Notices shall be distributed via official letter (Attachment A) or e-mail (Attachment B), depending on the communication capabilities of the member or employee assigned to perform the official travel.**
- 3. A Travel Authorization Notice shall provide the following.**
  - a) Name of the member or employee assigned to perform the official travel.**
  - b) Purpose of travel.**
  - c) Travel destination.**
  - d) Authorized dates of official travel.**
  - e) If applicable, the notice shall also carry additional information pertinent to the incident of official travel.**
- 4. Reimbursement of official travel related costs (transportation, lodging, per diem, etc.), incurred during a particular period of official travel, will only be approved if the travel performed had been recognized and approved in advance as being official travel, and so authorized by an issued Travel Authorization Notice. Even then however, only those authorized and allowed costs incurred during the period of authorized official travel indicated in the notice, will be considered for reimbursement.**

E. **Non-Official Travel:** Travel which is arranged directly between a host Grande or Regional Grande Association, and a 40&8 member, and does NOT adhere to the requirements contained herein for requesting official visits. Such travel has not received the approval of the Correspondant Nationale. In such situations, the host Grande or Regional Grande Association, assumes and accepts total responsibility for all travel related coordination, cost, etc. Such travel is not officially recognized, and therefore, is NOT covered by this policy.

F. **Charles W. Ardery Trust Fund:** Is a Court established trust fund which financially supports the travel needs of the Ardery Trust Fund Committee and the National Finance Committee.

G. **George B. Boland Trust Fund:** Is a Court established trust fund which financially supports the travel needs of the Boland Trust Fund Committee and the National Committee-on-Committees.

H. **General Fund:** The budgeted, non-allocated and otherwise uncommitted financial resources held by the National 40&8 Organization.

I. **Travel Status:** That period of time beginning when the traveling member or employee leaves their applicable and approved point of departure; and ending upon the arrival of the traveling member or employee at their applicable and approved destination, or point of travel completion.

### ***III. Responsibility***

A. As part of each annual Fiscal Year (FY) budget development cycle, it shall be the responsibility of the Correspondant Nationale to;

1. Develop a list of all currently planned or projected official travel to be performed during the FY being considered.

2. The planned or projected travel list shall also carry an overall cost estimate.

3. The planned or projected travel list must be submitted to the National Finance Committee, no less than thirty (30) days prior to the annual budget development meeting of the National Finance Committee.

4. As a minimum or otherwise applicable, the list shall include the following travel occurrences.

a) Promenade Nationale.

- b) Cenotaph.
- c) Memorial Day.
- d) La Presidente Homecoming.
- e) Regional Grande Association Promenades (Central States, Dixie, the Great Lakes, etc.).
- f) And any other currently planned and/or projected official travel occurrences, as determined applicable.

**B. As part of each annual FY budget development cycle, it shall be the annual responsibility of the National Finance Committee to accomplish the following.**

- 1. Develop a travel budget covering all planned and projected official travel of the 40&8.
- 2. To promulgate applicable mileage, per diem and other such travel related reimbursement rates and allowances, to be applied during the budget cycle period being developed.
- 3. Review the travel policy of the 40&8 in effect prior to each Promenade Nationale. Based on the findings of such review, and when otherwise determined to be applicable and necessary, the National Finance Committee will report to Promenade Nationale, and make applicable recommendations.

**C. The Commissaire Intendant National shall be responsible for reviewing the travel policy of the 40&8 in effect prior to each Promenade Nationale. Based on the findings of such review, and when otherwise determined to be applicable and necessary, the Commissaire Intendant National will report to Promenade Nationale, and make applicable recommendations.**

**D. It shall be the responsibility of the Promenade Nationale, as part of it's annual budget approving action, to either reaffirm or modify this official travel policy, as desired or as recommended by the National Finance Committee and/or Commissaire Intendant.**

**E. It shall be the responsibility of Voiture Nationale to accomplish the following;**

- 1. Properly and accurately execute the annually approved 40&8 travel budget.

2. When determined and approved by the Correspondant Nationale, issue a Travel Authorization Notice, by either letter or e-mail as applicable, to a member when assigned to perform regular or special purpose official travel.
  3. Voiture Nationale shall assist with the initial coordination of all approved official visit related travel, between the request originator's specified point of contact, and the 40&8 member assigned to perform such travel.
  4. Properly and accurately process requests for travel or reimbursement, as applicable, in a timely manner.
  5. Initiate and/or complete such other actions as may, from time to time, be recognized or assigned, and necessary to assure continuity and quality of official travel related services.
- F. Should a national program establish its own program specific official travel provisions, it shall be their annual responsibility to;
1. Review its current program official travel provisions during each Promenade Nationale.
  2. Based on the findings of said review, and when otherwise determined to be applicable and necessary, each applicable national program committee will, during its Committee meeting held at each Promenade Nationale, shall take action to establish, reaffirm or modify the current national program official travel provisions.
  3. The action of the committee must receive majority support of the committee, and be included in the official minutes of the national program committee meeting held at Promenade Nationale.
  4. The action of the committee must also be reported by the committee chairman, or designated representative, as part of the annual program committee report given during Promenade National.
  5. In addition, each applicable national program committee chairman shall annually be responsible for the following.
    - a) Specify the procedures and format to be used to obtain prior approval for program related travel.
    - b) Issue a Travel Authorization Notice for each instance of approved program travel.

- c) Specify the procedure and format to be utilized to request reimbursement of program travel related costs.
- d) Specify the two-signature procedure and format to be utilized for approving reimbursement requests involving program travel related costs.
- e) For both auditing and historical purposes, the chairman shall cause all program related official travel requests, travel authorization notices, Travel Expense Reports and all associated supporting documents and records, to be retained either electronically, or in their original form.

#### **IV. Prior Approval Required**

- A. This National 40&8 Official Travel Policy requires prior approval of the Correspondant Nationale, for all Regular and Special Purpose official travel. Official travel requests must be submitted to Voiture Nationale no less than thirty (30) days prior to the beginning of the requested travel status period. With the exception of the Chef de Chemin de Fer, Correspondant Nationale, and those national programs which generate their own funding, no 40&8 member or employee may approve their own official travel.
- B. The Correspondant National shall assure that when official travel is requested or otherwise necessary, the need is addressed and approved as applicable, and in the most timely and efficient manner possible.
- C. National programs who have established their own program official travel provisions, and which approve and allow official travel using program generated funding, shall approve program travel in accordance with said program official travel provisions. Within each established national program official travel provisions, the program committee chairman shall specify the procedures and format to be followed to obtain prior approval for program related travel.

#### **V. Travel Advances**

- A. The National 40&8 Official Travel Policy does not allow or provide for the issuing of cash advance payments for the purpose of conducting official travel.
- B. With the prior approval of the Correspondant Nationale however, a traveling member or employee may request reimbursement for travel related costs which have been incurred, in advance of performing actual official travel (e.g., in order to qualify

for a reduced cost, a traveler purchases an airfare ticket at least 60 days prior to the official travel period).

C. Such reimbursements shall be considered and approved by the Correspondant Nationale, only under the following conditions.

1. The official travel related costs for which reimbursement is being requested, are reasonable, and represent a financial savings or are otherwise advantageous to the 40&8.
2. The official travel related costs for which reimbursement is being requested, were incurred and satisfied (paid) by the traveler, at least sixty (60) days in advance of the official travel period.

## **VI. Combining Travel**

A. At times, a traveling member or employee may wish to combine personal travel activity in connection with official travel. When possible the 40&8 shall accommodate such, provided such is approved in advance by the Correspondant Nationale, and also provided that all expenses related to the personal travel are paid by the traveler, and that the cost, purpose and objective of the 40&8 official travel is unaffected.

B. When submitting a travel cost reimbursement request for an official travel period which included personal travel, it is the responsibility of the traveler to exclude all expenses which were associated or otherwise incurred as the result of the personal travel.

## **VII. Official Visit Requests**

A. Each Grande shall be authorized to submit, and have approved, at least one (1) official visit request each program year. The authorized travel costs associated with each such requested and approved official visit, shall be reimbursed by Voiture Nationale. Official visit requests shall be submitted annually to the Correspondant Nationale. Such requests must be submitted in the form or manner, and within the period allowed, as annually specified by the Correspondant Nationale.

B. Each Regional Grande Association (Great Western, Central States, Great Lakes, Mid-Atlantic, Dixie, etc.), shall be authorized to submit, and have approved, at least one (1) official visit request each program year. The authorized travel costs associated with each such requested and approved official visit, shall be reimbursed by Voiture Nationale. Such official visit requests shall be submitted annually to the

**Correspondant Nationale. Such requests must be submitted in the form or manner, and within the period allowed, as annually specified by the Correspondant Nationale.**

**C. The Correspondant Nationale, in concert with the Chef de Chemin de Fer, shall, in a timely manner, consider each official visit request received.**

**D. The following types of official visit requests will be accepted and considered.**

**1. "OPEN" – Such a request does not indicate a specific 40&8 member (by name or title), to fulfill the official visit. Unless determined otherwise, all such official visit requests will be considered "OPEN" requests.**

**2. To the extent possible, the current Chef de Chemin de Fer shall honor and personally fulfill each "OPEN" official visit requests. However, should the current Chef de Chemin de Fer, be unable to fulfill an "OPEN" request, such will be filled by the highest ranking Nationale Officer, identified and available in the following order of consideration.**

**a) A current Sous Chef de Chemin de Fer.**

**b) A current National Program Directeur or Officer.**

**c) A Chef de Chemin de Fer Passé.**

**3. Upon receipt and approval of an "OPEN" official visit request; and the final determination and assignment of the qualified 40&8 member(s) to fulfill said request, the Correspondant Nationale shall cause notice of such to be provided to the request originator. As a minimum, such notice shall carry the following.**

**a) The necessary contact information for the 40&8 member assigned to fulfill the request.**

**b) Instructions to the request originator, detailing their responsibilities for coordinating any applicable and necessary arrangements (travel, lodging, etc.).**

**c) Copy of the Travel Authorization Notice issued to the assigned traveler.**

**4. "SPECIFIC" – Such a request indicates (by name and/or title), the specific 40& member which the request originator wishes to have fulfill the**

**official visit request. The 40&8 member requested by a “SPECIFIC” request, MUST be one of the following.**

- a) The current Chef de Chemin de Fer.**
- b) A current Sous Chef de Chemin de Fer.**
- c) A current National Program Directeur or Officer.**
- d) A Chef de Chemin de Fer Passé.**

**E. Each official visit related requests received from a Grande of Regional Grande Association will be considered and approved, using the following decision criteria.**

- 1. Funding availability.**
- 2. Mitigating or other unique circumstances or justification associated with the purpose of the request.**
- 3. Has experienced the longest period since its last approved official visit.**
- 4. First-come-first-serve.**

**F. When making Special Purpose Travel assignments, the Correspondant Nationale shall apply the following decision criteria in association with each qualified 40&8 member(s) considered.**

- 1. Purpose of travel.**
- 2. Organizational experience and expertise.**
- 3. Period of travel.**
- 4. Availability.**
- 5. Geographic proximity.**
- 6. Estimated cost of travel and funding availability.**
- 7. Frequency (or repetition) of past assigned official travel and performance of such.**

**G. Notwithstanding the above stated factors, the Correspondant Nationale shall strive to equal the frequency and repetition of assigned official travel, among those in like positions, and within the established order of consideration.**

**H. Should a Grande or Regional Grande Association submit an official visit request which exceeds the established 1 per year annual limit, the request shall be considered using the following decision criteria.**

- 1. Current pending first requests.**
- 2. Mitigating or other unique circumstances or justification associated with the purpose of the requested travel.**
- 3. Funding availability.**
- 4. Frequency or date of last official visit.**

### **VIII. Official Travel Reimbursement**

**A. The member or employee performing approved official travel shall be responsible for the submission of all applicable official travel cost reimbursement requests, in accordance with the following.**

- 1. Upon completion of the official travel for which reimbursement is being requested, a completed and signed 40&8 Voyageur Travel Expenses form (see Attachment A), including all required receipts and other associated evidential materials related to the travel in question, must be submitted to the applicable approving authority.**
- 2. Voyageur Travel Expense forms for official Regular or Special Purpose travel, assigned by the National 40&8 organization, must be submitted to Voiture Nationale.**
- 3. Voyageur Travel Expense forms for official Program travel, must be submitted to the applicable national program chairman, or other such designated approving authority**
- 4. Voyageur Travel Expense forms must be submitted as soon as practical, but no later than thirty (30) days, following completion of official travel. The only exception to this rule is that official travel conducted late in any given fiscal year (June), must be submitted to the applicable approving authority, no later than June 30<sup>th</sup>, in order to properly account for the travel in the appropriate fiscal year.**

**B. Calculation of Official Travel Mileage reimbursement.**

- 1. The official travel mileage reimbursement rate shall be established by the Promenade National.**
- 2. Official travel mileage shall be computed as being the most direct and efficient travel distance between the travelers approved point of departure, all approved intermediate or primary destinations, and return to the approved point of travel completion.**
- 3. The allowable reimbursement amount shall be computed as being the number allowable miles traveled, multiplied by the mileage reimbursement rate current at the time the travel was initiated (Allowable Miles x Rate = Mileage Reimbursement Amount).**

***IX. Transportation***

**A. Commercial Airlines – Airfare costs shall be reimbursed only under the following conditions.**

- 1. Airfare cost does not exceed the lowest available commercial discount airfare or customary standard (economy, coach or equivalent) available at the time of purchase.**
- 2. Airfare cost does not exceed the reimbursable mileage cost.**

**B. Personal Owned Aircraft (POA) – Reimbursement of travel costs associated with the use of a POA, shall be allowed only under the following conditions.**

- 1. POA travel cost MUST not exceed the lowest available commercial discount airfare or customary standard (coach or equivalent) available at the time of purchase.**
- 2. Or, POA travel costs MUST not exceed the reimbursable mileage cost, whichever is the lesser.**
- 3. Should the POA travel costs be less than the lesser of both a) and b) above, the actual POA travel costs incurred shall be reimbursed, contingent on the presentation of acceptable documentation.**
- 4. Should the POA travel costs exceed the lesser amount of both paragraph 1 and 2 above, the lesser amount shall be reimbursed, contingent on the presentation of acceptable documentation.**

5. **Costs associated with the use of a POA (airport fees, parking, storage, etc.), shall NOT be reimbursed.**
- C. **Rail Transportation - Rail transportation may be used when advantageous to the traveler, and the cost is less than or equal to other available methods.**
- D. **Rental Car - Reimbursement for the cost of a commercially rented or leased vehicle to perform official travel shall only be approved under the following circumstances.**
  1. **Use of a rented or leased vehicle to perform official travel must be advantageous to both the traveler and to the 40&8 National organization.**
  2. **Fuel, parking, tolls, and other such applicable usage fees associated with the approved use of a rental or lease vehicle to perform official travel, shall be eligible for reimbursement, contingent on the presentation of acceptable receipts.**
  3. **If a rental or leased vehicle is used for both personal and official travel, then the rental or lease expenses (fuel, parking, tolls, etc), MUST be prorated, with only the official travel portion being charged to the 40&8.**
- E. **Use of a rented or leased vehicle to perform official travel must have been requested in advance, and approved by the Correspondant Nationale.**
  1. **Use of a rented or leased vehicle to perform official travel must be advantageous to both the traveler and to the 40&8 National organization.**
  2. **Fuel, parking, tolls, and other such applicable usage fees associated with the approved use of a rental or lease vehicle to perform official travel, shall be eligible for reimbursement, contingent on the presentation of acceptable receipts.**
  3. **If a rental or leased vehicle is used for both personal and official travel, then the rental or lease expenses (fuel, parking, tolls, etc), MUST be prorated, with only the official travel portion being charged to the 40&8.**
- F. **Personal Owned Vehicle (POV) - Members or employees who use their POV (car, truck, bus, motorcycle, camper trailer, motor home, etc.), to perform official travel will be reimbursed for their approved and eligible costs, at the reimbursement rate set by the Promenade Nationale, and verified by acceptable documentation.**
  1. **Should multiple individuals (40&8 members, La Femme members, employees, etc.), share POV travel, only that individual who actually incurs and satisfies (pays) the POV related costs is authorized to claim reimbursement of such.**
  2. **If POV related expenses are shared among multiple individuals performing official travel, a statement detailing the shared costs, and the corroborating documentation, must be provided with the applicable reimbursement request.**
  3. **Under no circumstances shall the total reimbursement amount claimed for a single instance of official travel performed by POV, exceed the actual total cost amount incurred and satisfied.**

4. The official travel mileage reimbursement rate represents only partial compensation for the costs (including fuel, insurance, maintenance and depreciation), of operating a POV, and therefore, the traveler maintains total responsibility to adequately insure, safely operate, properly maintain and protect the vehicle.
5. Tolls and other such applicable usage fees associated with the approved use of a POV to perform official travel shall be eligible for reimbursement, contingent on the presentation of acceptable receipts.
6. The 40&8 does not provide automobile liability and comprehensive/collision insurance for loss or damage to a POV used for official travel.
7. Physical damage to the vehicle or loss of physical property in the vehicle is not covered by the 40&8. Coverage should be obtained through the traveler's personal auto insurance.
8. Liability to others, including passengers, must be covered by the traveler's private auto policy. Travelers should refer to their policy or contact their insurance agent for coverage specifics.
9. If a rental or leased vehicle or POV is used for official travel, and the approved travel destination is more than 300 miles beyond the point of approved departure, then the total allowable reimbursement will be the lesser of the following:
  - a) The official travel mileage reimbursement, plus tolls, or;
  - b) The round trip airfare using air economy, coach or tourist fare (including applicable costs such as airport parking and travel to and from the airport), or equivalent rail. The cost of airfare should be based on a 7-14 day advance coach fare. Submit with the expense report a copy of the internet quote, and the date the quote was obtained.

## **X. Lodging**

- A. Reasonable and necessary actual amounts will be allowed and reimbursed for lodging costs incurred and satisfied (paid) while performing official travel. Unless other arrangements have been made in advance, a 40&8 member or employee performing official travel shall present payment for lodging at check-in.

**B. The total authorized lodging reimbursement amount shall be determined by multiplying the total daily cost of a standard, single occupancy lodging room (including all applicable city, State and Federal imposed fees and taxes), in the utilized host or headquarters lodging facility, by the number of lodging nights authorized or the number of lodging nights actually utilized, whichever is the LESSER.**

- 1. 40&8 members and or employees performing official travel shall be responsible for all incidental costs associated with their lodging. Such shall include usage fees for phone and internet access and POV parking charges as applicable. Such costs will NOT qualify for reimbursement, unless specifically requested and authorized in advance.**
- 2. When multiple individuals on official travel share lodging (40&8 members, La Femme, employees, etc.), only those who actually incur and satisfy (pay) lodging cost, are authorized to claim reimbursement of such.**
- 3. Under no circumstances may the total reimbursement amount claimed for lodging cost, exceed the actual total amount incurred and satisfied (paid) for lodging.**
- 4. Additional lodging costs resulting from family or other non-40&8 associated companions are not reimbursable. A receipted, itemized statement furnished by the utilized lodging facility is required for all lodging expense related reimbursement claims. Summary statements provided by credit card companies will not be accepted for lodging reimbursement.**
- 5. On occasion, a member or employee on official travel may be lodged by a fellow member, colleague, relative or friend, in a private residence. In these instances, no lodging costs shall be allowed or reimbursed.**
- 6. If motor coach, camper trailer, etc lodging is used and claimed, then the following policy provisions shall apply.**
  - a) The total authorized motor coach, camper trailer, etc., lodging cost 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 the event host or headquarters lodging facilities cost), or the total motor coach, camper trailer, etc., lodging cost, whichever is the LESSER.**

b) 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 motor coach, camper trailer, etc., and claiming reimbursement for an alternate mode of lodging cost, such as hotel cost, is NOT allowed.

c) A copy of ALL applicable receipts MUST be submitted with each travel reimbursement claim voucher. ALL receipts MUST display the date and the actual cost amount paid. Lodging receipts must, as a minimum, display the lodging facility name, date(s) of lodging and the name of the individual who made payment, and is submitting the travel reimbursement claim voucher.

## ***XI. Per Diem***

A. A daily subsistence per diem shall be paid at the rate established by Promenade Nationale.

B. A member performing approved official travel, or program travel as applicable, shall be authorized to receive one daily subsistence per diem amount, for each day of official travel actually performed, and allowed by the applicable travel authorization notification.

C. Per Diem claims need not be substantiated or corroborated by receipts or other such documentation.

## ***XII. Internet Purchase***

Purchase of transportation (air, rail, bus, rental car, etc.) via the internet is allowable, if it is advantageous to the traveler and/or provides economic benefit to the traveler and the 40&8. Members and employees should understand the risks associated with tickets obtained from consolidators and other such services available through the internet.

## ***XIII. Unused Tickets***

A. Under no circumstances are unused transportation tickets, or portions thereof, which were purchased by either the National 40&8 organization or program, to be retained and used for future non-official personal travel. Such unused travel instruments must be submitted to Voiture Nationale with the required Travel Expense Report, or immediately upon receipt of such.

#### ***XIV. Other Expenses***

**A. Unless requested and approved in advance, or as otherwise authorized by the applicable approving authority, individuals performing official travel are NOT authorized reimbursement for the following costs, even if such costs are incurred in direct support of the goals, purposes and programs of the 40&8.**

- 1. Any costs incurred for personal related activities or travel.**
- 2. Ground transportation (taxi, shuttle, bus, etc.).**
- 3. Internet Connection.**
- 4. Copying and faxing.**
- 5. Event tickets.**
- 6. Entertainment.**
- 7. Personal phone calls.**
- 8. Recreation expense.**
- 9. Travel / Airline Club memberships.**
- 10. Travel Upgrades.**
- 11. Travel related "No show" charges.**
- 12. Credit card annual fees or delinquency assessments.**
- 13. Medical expenses.**
- 14. Lost baggage.**
- 15. Magazines and newspapers.**
- 16. Theft or loss of personal funds or other personal property.**
- 17. Personal health and hygiene items.**
- 18. Private clubs dues or admission fees.**
- 19. Insurance costs, including baggage, flight and life insurance.**
- 20. Massages, saunas, spa.**
- 21. Personal automobile repairs.**

#### ***XV. Documentation***

**A. The following documentation, as applicable, MUST be submitted with each Official Travel Expense Reports.**

1. Original receipts are required for all incurred and claimed expenses. Photocopies of invoices, credit card statements or record of charge slips accompanying the traveler's monthly credit card billing statements, receipts or restaurant stubs are not acceptable.
2. A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. As a minimum, ALL receipts MUST display the date and the actual cost amount paid. Lodging receipts must, as a minimum, display the lodging facility name, date(s) of lodging and the name of the individual who made payment.
3. In the event a receipt is lost, a written statement from the traveler stating that the original receipt is not available; the details (name of the payee, date and amount) of the cost being claimed, and that reimbursement has not been previously received, must be attached to the expense report.

## ***XVI. Questions & Recommendations***

- A. Questions about this policy should be addressed to the Correspondant Nationale.
- B. Individuals wishing to recommend changes to the policy should submit such to the Correspondant Nationale.
- C. All recommended changes received by Voiture Nationale shall be referred to and considered by the applicable National Committee.

**Attachment A - Letter**



PHONE (317) 634-1804 FAX (317) 632-8365  
777 N. MERIDIAN STREET, SUITE 300, INDIANAPOLIS, INDIANA 46204



February 27, 2019

John Q. Public  
1234 Main Street  
Downtown, IN 99999

Dear John:

This is to confirm your assignment to perform the following approved official travel on behalf of the 40&8.

NAME: John Q. Public

TITLE: Sous Chef de Chemin de Fer or Directeur of some Committee

OFFICIAL TRAVEL -

PURPOSE: Attend a big promenade and/or dinner

DESTINATION(S): Grand du Minnesota, Wabasha, MN

DATE(S): Friday, March 22 thru Monday, March 25, 2019

POINT OF CONTACT (POC): Sven Nelson, Grande Correspondant

You are to deal directly with the designated POC, concerning further details and travel arrangements. For your convenience, an information form has been enclosed, which you should complete and forward it to the POC as soon as possible.

For the purpose of this travel, you are authorized reimbursement of POV mileage cost directly to and from the travel destination(s), or direct roundtrip airfare cost, whichever is the lesser amount. The current mileage reimbursed rate is \$.20 per mile. You are also authorized \$25.00 Per Diem for each day of official travel. The Grande is responsible for providing you lodging during the official travel period.

Fraternally,  
Terry Sims

Correspondant National



February 27, 2019

John Q. Public  
[JohnQPublic@40&8member.com](mailto:JohnQPublic@40&8member.com)

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Fraternally,  
Terry Sims

Correspondant National



**La Société des Quarante Hommes et Huit Chevaux**  
250 E. 38th Street, Indianapolis, IN 46205



**Voyageur Travel Expense Form**

Name		Telephone	
Address		Email	
City, State, Zip		Committee/ Program	
Dates of Travel:	Beginning Date: _____ / _____ / _____		Ending Date: _____ / _____ / _____
Travel To / From			
Purpose of Travel			

**NOTE: Submit only one expense form per travel event**

Expenses	Dates	Details				Amount
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$ .
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	
POV		Mileage _____ X \$0.30 =				\$ .
Lodging		Location:				\$ .
		Location:				\$ .
		Location:				\$ .
		Location:				\$ .
		Location:				\$ .
Per Diem		Days of Travel _____ X \$35.00 =				\$ .
Other		Purpose:				\$ .
		Purpose:				\$ .
		Purpose:				\$ .
		Purpose:				\$ .
<b>Subtotal:</b>					\$ .	
<b>**OPTIONAL**</b>						
<b>Less amount donated by Voyageur</b>					\$ ( . )	
<b>Total amount due Voyageur</b>					\$ .	

Voyageur Signature: _____	Date: _____ / _____ / _____
Approval Signature: _____	Date: _____ / _____ / _____
Date Paid: _____ / _____ / _____	Check Number: _____

**Please include all receipts and other applicable supporting documentation.**

Sign and forward to:  
250 E. 38<sup>th</sup> Street, Indianapolis, IN 46205