



CATHOLIC WAR VETERANS
OF THE UNITED STATES OF AMERICA, INC.

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NATIONAL TRAVEL EXPENSE VOUCHER

(Revised May 6, 2022 – all previous versions are obsolete)

PURPOSE OF TRAVEL (check one) National Board Meeting Special Meeting

LOWEST AIR FARE COMPARISON – MUST BE ATTACHED or voucher will be returned without this. This must be filled in even if using different mode of transportation.

TRANSPORTATION

1. Air (list Total / half of total) \$ _____ / _____

2. Train (list Total / half of total) \$ _____ / _____

3. Car – for travel to airport or to meeting

Total Miles (ONE WAY) _____ x \$.90 per mile = \$ _____
(\$.90 per mile for one-way travel – plus tolls listed below)

OTHER EXPENSES (please itemize – one-way tolls, baggage fees, Metro, taxi to hotel)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

Leave this blank - National Treasurer will fill in AMOUNT PAID \$ _____

SIGNATURE _____ DATE _____

NAME _____ TITLE _____
(Please print) (Please print)

ADDRESS _____
(Please print – Number & Street, City, State, ZIP)

National Treasurer Signature _____

ORIGINAL EXPENSE RECEIPTS MUST BE ATTACHED OR VOUCHER WILL BE RETURNED

National Department Travel Policy

(This policy was approved by the National Board – May 6, 2022 National Board Meeting)

1. The rate of reimbursement will be determined by the National Board of Officers at the first National Board Meeting. Reimbursement will be either the amount in #2 or # 3 below, **whichever is the lowest**.
2. One half (1/2) of lowest available air or train fare will be reimbursed. An airfare quote **MUST** be attached regardless of the mode of travel, or voucher will be returned.
3. Travel by car will be reimbursed at \$0.90 per mile, plus tolls, for ONE WAY only. If there is a question regarding mileage, MapQuest or similar program will be used.
4. One half (1/2) of the travel expenses (POV, taxi, limo, etc.) from home to the nearest airport for a Meeting will be reimbursed at \$0.90 per mile, plus tolls. One half (1/2) of parking fees, not to exceed a maximum of \$30.00 will be reimbursed.
5. If two or more share a car ride, only one may claim mileage reimbursement in #3 and/or #4 above.
6. To receive reimbursement of travel expense, National Officers are required to stay at the hotel where the meeting is held (if applicable). If an extra night stay is necessary to get a Super Saver airfare, the sum of one half (1/2) the extra night stay plus the Super Saver fare must be less than or equal to the regular airfare.
7. The cost of one (1) piece of luggage will be reimbursed one (1) way only.
8. National Officers **MUST** attend at least 1 of the 2 prior National Board meetings in the current fiscal year to receive reimbursement for the PRE-Convention Board Meeting.
9. This Travel Voucher, accompanied with receipts, must be submitted for payment no later than 30 days from the date of meeting for which expense is claimed. Any voucher received later will not be paid.

SPECIAL MEETING RULES

10. Those attending SPECIAL MEETINGS designated by the National Commander, shall be reimbursed 100% of the lowest air fare.
11. Taxi and limo fares for SPECIAL MEETINGS throughout the United States will be reimbursed at 100%.
12. Those attending SPECIAL MEETINGS or functions representing the National Department shall be reimbursed 100% for hotel lodging. It is recommended that designees utilize double room accommodations when appropriate. A subsistence rate of \$15 per meal (3 meals) shall be allowed.

PLEASE NOTE: This Travel Policy and Travel Voucher were approved by the National Board at the May 6, 2022 National Board Meeting. This revision changed the mileage reimbursement from 60 cents per mile, including tolls, to 90 cents per mile, plus tolls. All previous versions of this Voucher and Policy **are obsolete**. This Travel Voucher **MUST** be used by all National Officers seeking travel reimbursement.