



MILITARY OFFICERS ASSOCIATION OF AMERICA

Ark-La-Tex Chapter
P.O. Box 134
Barksdale AFB, La. 71110



S.O.P. No. 03-8
Effective 10 March 2005

EXPENSE REIMBURSEMENT PROCEDURES

A. PURPOSE

To establish policy for reimbursement of expenses to Chapter members.

B. GENERAL

1. This operating procedure is for Chapter members who perform duties and travel on official Chapter business. Members are entitled to reimbursement when purchasing supplies, paying Chapter bills or traveling for authorized Chapter business.
2. The official Chapter *Expense Voucher* form will be used when requesting reimbursement (See attachment).
3. When reimbursement for supplies or bills paid is requested, all original copies of the receipts/bills will be attached to the request
4. The Chapter will reimburse the member for any registration fees paid by the member.
5. Expenses for the spouse/guest of a Chapter member will not be reimbursed.

COMPUTATION PROCEDURES

1. Lodging and meal expenses will be reimbursed as follows (Submit receipts with voucher):
 - a. Lodging – maximum \$85 per night
 - b. Meals – maximum \$50 per day (does not include alcoholic beverages)
2. Travel expenses will be reimbursed as follows:
 3. Travel by commercial vehicle will be reimbursed at tourist rate passage. Members will be encouraged to purchase tickets at least 30 days in advance of the travel to be able to obtain the best rate.
 4. Travel by private owned vehicle (POV) will be reimbursed at the rate of 31¢ per mile. Listed below is a sample of round-trip mileage within the state of Louisiana. These figures will be used unless other documentation is not available

Alexandria	260	Lafayette	440	Natchitoches	150
Baton Rouge	480	Lake Charles	380	New Orleans	640
Covington	670	Leesville	250	Slidell	670
		Monroe	200		

SUBMISSION PROCEDURES

When requesting reimbursement of expenses, complete an *Expense Voucher* and submit to the Chapter President for approval. Once approved by the Chapter President, the expense voucher will be given to the Chapter Treasurer who will make remuneration on a timely basis.