



# CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

NATIONAL HEADQUARTERS

237-20 92<sup>ND</sup> ROAD

BELLEROSE, NY 11426

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## NATIONAL TRAVEL EXPENSE VOUCHER

( Revised August 4, 2023 ~ all previous versions are obsolete. )

1. **PURPOSE OF TRAVEL** (Check one):  National Board Meeting  
 Special Meeting

2. **Date(s) of Travel:** \_\_\_\_\_ **Date Voucher was submitted:** \_\_\_\_\_

3. **THE LOWEST AIR FARE COMPARISON MUST BE SUBMITTED**, or the voucher will be returned.

**Also** write the amount of lowest air fare here: \_\_\_\_\_. This must be filled in even if using a different mode of transportation.

4. **YOUR Transportation Mode:**

- **AIR:** Write Total Cost and ½ cost      \$            / \$
- **TRAIN:** Write Total Cost and ½ cost      \$            / \$
- **CAR** for travel to airport or to meeting:
  - \* **Total Miles ONE WAY:** \_\_\_\_\_ x \$0.65 per Mile = \$ \_\_\_\_\_
  - \* List Tolls under other expenses.

5. **Other Expenses** (Please itemize – one-way tolls, baggage fees, Metro, taxi to hotel)

**\* ORIGINAL EXPENSE RECEIPTS MUST BE SUBMITTED OR VOUCHER WILL BE RETURNED**

→ \_\_\_\_\_ \$ \_\_\_\_\_

→ \_\_\_\_\_ \$ \_\_\_\_\_

→ \_\_\_\_\_ \$ \_\_\_\_\_

→ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

PRINT **NAME:** \_\_\_\_\_ **Title:** \_\_\_\_\_

PRINT **COMPLETE ADDRESS:** \_\_\_\_\_  
[ Number & Street, City, State, Postal Code ]

PRINT **Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

=====  
National Treasurer Completes This Section:      AMOUNT PAID ON VOUCHER \$ \_\_\_\_\_

Notes:

\_\_\_\_\_  
Signature of National Treasurer

\_\_\_\_\_  
Date

# National Department Travel Policy

( This policy was approved by a Delegate Vote on August 4, 2023 ~ 2023 National Convention – Fort Wayne, IN )

1. The rate of reimbursement will be determined by the National Board of Officers at the first National Board Meeting. Reimbursement will be either amount in # 2 or # 3 below, **whichever is the lowest.**
2. One half ( ½ ) of lowest available air or train fare will be reimbursed. An airfare quote **MUST** be submitted with the voucher regardless of the mode of travel, or the voucher will be returned.
3. Travel by car will be reimbursed at \$0.65 per mile, plus tolls, for **ONE WAY** only. If there is a question regarding mileage, MapQuest or a similar program will be used.
4. One half ( ½ ) of the travel expenses (POV, taxi, limo, etc.) from home to the nearest airport for a meeting will be reimbursed at \$0.65 per mile, plus tolls. One half ( ½ ) of parking fees, not to exceed a maximum of \$30.00 will be reimbursed.
5. If two or more share a 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 is necessary to get a Super Saver airfare, the sum of one half ( ½ ) the extra night 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 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 the 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% for 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 accommodation when appropriate. A subsistence rate of \$15 per meal (3 meals) shall be allowed.

## PLEASE NOTE

This Travel Policy and Travel Voucher was approved by a Delegate Vote on August 4, 2023 during the 2023 National Convention in Fort Wayne, Indiana. This revision changed the mileage reimbursement from \$0.90 a mile plus tolls, to \$0.65 a 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.**