

# THE AMERICAN LEGION

## DEPARTMENT OF GEORGIA



### **SUBJECT: TRAVEL PAY POLICY**

*Effective June 25, 2023, the following policy concerning American Legion Department of Georgia Legionnaires on official business is hereby published. This document supersedes all other previous travel policies. Where applicable and when required, this policy will be used to establish parameters, employ discretions, ensure fair and equitable reimbursements to Legionnaires conducting official and or authorized business for and on behalf of the American Legion, Department of Georgia.*

### **AUTHORIZED REPRESENTATIVE(S) WILL BE REIMBURSED FOR:**

- Travel mileage or Airfare, whichever is less to authorized/approved American Legion Department of Georgia sanctioned events/activities. Travel mileage may be reimbursed at the rate of up to thirty-five (35) cents per mile for travel via POV.
- Travel to and from authorized events both in and out of state and travel to assigned Districts and Posts as authorized by the Department Commander or Department Adjutant.
- Travel to and from locations of authorized Committee-convening locations, meetings, inspections, etc.
- Travel via "Ride Share"/"Carpool" using a privately owned vehicle. Reimbursement is provided to **ONLY** the driver of the POV.
- Reimbursements for "Lyft"/"Uber" transportation when needed for necessary travel to and from Airport to Hotel, etc.

**UNAUTHORIZED USE OF TRAVEL FUNDS INCLUDE, BUT IS NOT LIMITED TO:**

- Any travel not covered above.
- Legionnaires receiving travel compensation and/or reimbursement from TAL (A Call-In) for the same events.
- Personal enrichment efforts such as travel to non-assigned Posts/Districts for the purpose of campaigning or promoting a non-designated Department sanctioned cause.
- Travel to attend an event, meeting, function, or activity **NOT APPROVED** by the Department Commander or Department Adjutant.

**AUTHORIZED BUDGETS:**

- Budgets for the various individuals authorized travel are set each year and approved by the DEC. Any and all travel used during the year shall not exceed the budget amount set for your position without the express approval of the Department Commander and the DEC.

This policy shall remain in effect until a subsequent Travel Pay Policy supersedes it.

s/s *MW*

Melvin Weaver  
Commander, Department of Georgia