

ADDENDUM F-3

BOARD OF DIRECTORS TRAVEL REIMBURSEMENT

MEALS: Travel day allowance shall be \$20. Meeting Days \$30 per day is allowed.

MILEAGE: Payment per mile traveled in a personal automobile is 50 cents per mile. Total payment will not exceed round trip coach airfare as determined by the Treasurer.

HOTEL/MOTEL: Lodging expenses are based on single room cost during overnight stays while actual meeting nights are based on prearranged contracted costs. Hotel/Motel cost and receipts must be attached to the reimbursement request form.

AIRLINE/TRAIN/BUS TRAVEL: Travel expense, via these methods, shall be listed and receipts attached to the reimbursement form. All travel shall be by coach accommodations.

EXTRAORDINARY EXPENSES: Any extraordinary expenses must be listed and receipts attached to allow determination of approval by the proper authorities.

OTHER THAN BOARD OF DIRECTORS EXPENSES: Board of Directors will approve all other individuals authorized to attend meetings on KWVA business and set a maximum expense authorization for their attendance. **NOTE:** Approval is to be obtained before these Others travel.

**KOREAN WAR VETERANS ASSOCIATION, INC.
STANDARD PROCEDURE MANUAL**

ADDENDUM F-4

KWA TRAVEL EXPENSE REPORT

NAME: _____

DATE: ___/___/___

SIGNATURE: _____

ADDRESS: _____

APPROVED BY: _____

PERIOD COVERED: ___/___/___ TO ___/___/___

CHECK NUMBER: _____

PURPOSE OF TRIP: _____

CHECK DATE: ___/___/___

DATES	___/___	___/___	___/___	___/___	___/___	___/___	___/___	TOTAL
AIRFARE/TRAIN/BUS								
HOTEL								
MILEAGE								
PER DIEM								
OTHER: _____								
OTHER: _____								
OTHER: _____								
							GRAND TOTAL:	