

## Getting Reimbursed

### Department and National Dues distribution

The Post must remit a total of \$42.00 to the Department for each membership card received.

#### The \$42.00 is distributed as follows

Department Dues	\$18.10
District Commander's Reserve	\$ .40
Vice Commander's Reserve	\$ .25
Scholarship Fund	\$ .25
<b>Department Total</b>	<b>\$19.00</b>
<b>National Dues</b>	<b>\$ 23.00</b>
<b>Grand Total</b>	<b>\$42.00</b>

(Covers National publication, National dues and \$.25 for exclusive use of The American Legion's Rehabilitation Program)

### Earned Reserve Fund

Each District Commander, by convention action, earns an expense allowance, or budget of **40 cents per member** within each respective district for the District Commander's official use. Likewise, each Zone Commander earns **25 cents per member** within each zone.

The Reserve Fund accumulates with the first current year's membership received at Department Headquarters. The Reserve Fund is dispersed at your discretion, providing the funds are used to carry out and develop American Legion programs within your district, or zone.

**Travel and Expense Voucher Forms provided to you at the 45 Day Meeting are to be submitted to Department Headquarters on a monthly basis.** Expense reimbursement requests cannot be paid until a sufficient amount of money has accumulated in your account, per your current membership.

When submitting a voucher, please itemize the total. The monies earned can be used for such items as: travel, postage, telephone, stationery and supplies, trophies and awards. **All expenses, except mileage, must have receipts attached.**

The sum of \$100 covering one (1) day's per diem for the next Department Convention will be charged against your total Reserve Fund.

You are encouraged to periodically contact the Department Accountant to determine actual amounts available to you from the Reserve Fund. (517) 371-4720, ext. 17 or [finance@michiganlegion.org](mailto:finance@michiganlegion.org) for email.

### **Expense Allowance Paid by Department**

Article III, Sections 1-6 of the Department Bylaws states:

"There shall be five (5) annual meetings of the Department Executive Committee. Two (2) of these are dependent upon the time and location of the Department Convention. The first (1st) of which shall take place within twenty-four (24) hours of the conclusion of the annual Department Convention and the fifth (5th) and last shall be known as the Pre-Convention Meeting, taking place at the site of and just prior to the next year's convention. The second (2nd) annual meeting shall meet within forty-five (45) days, and no more than fifty-five (55) days, of the adjournment of the Department Annual Convention provided, however, that the Department Commander shall have authority to extend said forty-five (45) day period for sufficient reasons to him/her appearing, upon approval of the Department Executive Committee. The third (3rd) meeting is to be held in September or October after the adjournment of the National Convention and be known as the Fall Conference to provide for Schools of Instruction for Commanders, Adjutants, Service Officers or other topics. The fourth (4th) meeting, to be known as the Winter Meeting, is to be held within the first three (3) months of the year. Dates and locations of the third (3rd) and fourth (4th) meetings will be determined one (1) year in advance by the Department Executive Committee when in Fall Conference assembled, upon the recommendations of the Permanent Time and Place Committee.

In addition to the above regular meetings, special meetings shall convene upon call of the Department Commander or upon petition signed by the majority of the members of the Department Executive Committee, duly filed with the Department Adjutant, setting forth the reasons therefor.

Notice of all meetings shall be given not less than five (5) days before any such meeting is held. In case a meeting convenes upon petition, the same shall be called by the Department Adjutant with ten (10) days after the filing of the petition with him.

*To insure one hundred percent attendance at these meetings, travel and per diem expense will be allowed members of the Committee for attendance.*

#### **This expense will be paid upon the following basis:**

*"Travel shall be at the rate of .51 cents per mile rate for travel by automobile plus bridge toll for crossing the Straits. Travel to be figured by Microsoft Streets and Trips. Per diem shall be at the rate of \$100.00. It shall not be considered as compensation for services but for expenses incurred while traveling to and from and while attending the scheduled meeting, and only upon the authority of the Department Commander. In determining the number of days allowed, the following shall govern: One day for attendance and the first 400 miles, and one additional day for each 400 miles and additional major fraction*

*traveled by automobile. In no case shall the total per diem exceed \$400.00. The per diem mileage is to be based upon round trip travel figures”.*

No expense will be allowed to Alternate Members unless representing their respective absent District Commander. We would, however, strongly urge all Alternates to attend all meetings.

### **Finance Processing Procedures**

1. No member of the Department Executive Committee may have expenses reimbursed out of more than one account:
2. **Any expenses incurred by you in the line of duty as Zone Commander, or as District Commander, are paid in full, up to the line of credit in each respective account with the exception that Department will deduct \$100 out of each account to apply toward convention.**
3. Department Conferences and Convention are paid out of Department Executive Committee at the rate of "Mileage and Per Diem" only.
4. All Department Officers' incurred expenses are paid in full, up to the extent of their specific budgets. Department Conferences and Convention expenses are paid out of the Department Executive Committee account at the rate of "Mileage and Per Diem only".
5. Effective July 1, 2004 the following changes in the payment of expense vouchers were made. Per a motion by the Department Finance Committee, **all expense vouchers must have all receipts attached (except for mileage) in order to be paid. All checks will be written on Thursdays only and will be mailed on Fridays.**

---

### **Track Reserve Fund**

Look at latest Membership Report (see example):

Total Members TO DATE Column: \_\_\_\_\_ x .40 (or .25 for zones) = \$ \_\_\_\_\_

Minus per diem for State Convention: - \$ 100.00

Minus any expenses To DATE (Keep copies of receipts): - \$ \_\_\_\_\_

Equals remaining reserve fund: = \$ \_\_\_\_\_

You are encouraged to periodically contact the Department Accountant to determine actual amounts available to you from the Reserve Fund. (517) 220 -2751 or [finance@michiganlegion.org](mailto:finance@michiganlegion.org) for email.

**Membership Report Example:**

The American Legion Department of Michigan



2014

Membership Report  
As of June 18, 2014

100% Target 5/12/14

Zone Summary			2014	2014	Percent	To Make	To Make	Posts	Posts
Position	Zone	Dept Vice Commander	Memb Goal	Memb 6/18/14	% Goal	% Goal 5/12/14	% Goal 5/12/14	less than 15 Mbrs	at 100 %
1	4	Gary Hlavka	11,189	10,737	95.96 %	452	452	3	15
2	2	Jeremiah Andrus	20,807	19,932	95.79 %	875	875	13	34
3	3	August Miele	20,675	19,785	95.70 %	890	890	4	31
4	5	David Spencer	7,219	6,869	95.15 %	350	350	1	10
5	1	Ernest Berry	4,432	4,115	92.85 %	317	317	6	6
<b>Zone Totals :</b>			<b>64,322</b>	<b>61,438</b>	<b>95.52 %</b>	<b>2,884</b>	<b>2,884</b>	<b>27</b>	<b>96</b>

District Summary			2014	2014	Percent	To Make	To Make	Posts	Posts
Position	District	Commander Alternate	Memb Goal	Memb 6/18/14	% Goal	% Goal 5/12/14	% Goal 5/12/14	less than 15 Mbrs	at 100 %
1	17	Kevin Gilliam Stanley Truskowski	1,550	1,667	107.48 %	-116	-116	1	4
2	5	Catherine Buckley Rex Lambert	6,630	6,619	99.71 %	19	19		7
3	9	Neal Horning Gary Walter	4,230	4,132	97.54 %	104	104	1	5
4	16	David Babbage Arthur Chappell	3,670	3,536	96.24 %	138	138	1	6
5	2	Anthony Perales Arlie Lentz	4,920	4,734	96.22 %	186	186	1	11