Item A: Donation taken from the National President’s Special Programs line item of the budget:
  • Will be at the discretion of the National President
  • A report will be given at each National Council of Administration meeting if any donations have been made.

Item B: Monies budgeted in the Cancer Aid and Research restricted fund, of which $100,000 may be presented:
  • at the discretion of the National President to cancer institutes or cancer-related programs.
  • A report will be given at each National Council of Administration meeting if any donations have been made.

Item C: The National President is allowed to hold meetings with the National Officers, which would be at her discretion.

Item D: The National President and Senior Vice-President
  • attend the National Home Board of Trustees’ scheduled meetings
  • In the absence of either or both, a National Line Officer will attend in the place of each one absent, if they are available.
  • The National Secretary-Treasurer, as a voting member of the Board, attends the National Home Board of Trustees’ scheduled meetings in accordance with the National Home Bylaws, or she may send her representative.

Item E: Travel—All Representatives
Prior to making any travel arrangements, ALL representatives MUST verify event times and places with the Department hosting visits.
All travel arrangements compensated by the National Organization must be made through VTS and at least a minimum of 30 days before an event, unless a last minute assignment has been issued. If there must be a cancellation of the reservation, National must be notified immediately in order to avoid any cancellation fee, if possible.

The VFW Auxiliary will normally advance:
  • two nights’ lodging
  • $50 per day for per diem; $70.00 per day per diem for foreign travel
    o Some geographic locations both inside the Continental United States and outside (Alaska, Hawaii, Europe, etc.) may be authorized per diem higher than $50, but not to exceed $70. The higher amount shall be determined by the National President and National Secretary-Treasurer in accordance with the approved budget and using federal guidance standards.
  • $20 maximum per day for parking
• Reimburse airline baggage expense upon presentation of receipt of charges as follows and only when all qualifiers have been met (i.e. VTS travel, blocked room at Assigned Hotel, etc.)
  o Overweight baggage limits will not be reimbursed.
  o National President shall be reimbursed in full for her baggage cost.
  o National Senior Vice President’s overseas trip shall be reimbursed in full for her baggage cost.
  o National Secretary/Treasurer, when carrying material necessary for the function attending shall be reimbursed her baggage cost in full.
  o All others entitled to reimbursement by the National VFW Auxiliary for travel by air shall be reimbursed as follows:
    ▪ Travel with an airline that does not charge for the first bag shall be reimbursed for a second bag for travel lasting five (5) days or more.
    ▪ Travel with an airline that does charge for the first bag shall be reimbursed, a second bag shall be reimbursed for travel lasting five (5) or more.
  ✓ If a guest accompanies the National Representative, the individual will be responsible for paying their own registration and fees for any events planned by the host Department.

• If an event includes meals (i.e. cruise, all-inclusive, Jr./Sr. Vice Conferences, etc.), travel per diem will be based on allotted travel time required.

The above applies to all functions or meetings in which the National VFW Auxiliary reimburses travel expenses.

No moneys will be advanced until all receipts from prior assignments are received at National Headquarters. If expense receipts are not received by National Headquarters within 10 days following the event, no additional expense moneys will be advanced. An IRS 1099 form will be issued at the end of the calendar year for advanced expense money where receipts have not been received.

Item F: The National Organization will pay the Past National Presidents’
• travel expense (flights booked thru VTS or mileage if driving, the lesser of the two)
• ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the Room Block
• Per Diem
• Registration
  o for National Mid-Year Conference (Will be paid only if on Council or serving as Budget, Advisory, or Audit Chairman). [To become effective with the 2018 National Mid-Year Conference.]
  o for National Convention
• two (2) nights’ lodging and two (2) days per diem for the National Council of Administration meeting and Programs Workshop to be held at the close of the National Convention
Item G: The National Organization will pay the National Council Members' travel expense (flights booked thru VTS or mileage if driving, the lesser of the two)
- ½ the room rate at the VFW Auxiliary Headquarters Hotel (in room block)
- Per Diem
- Registration fee for the National Council Members to attend
  - the National Mid-Year Conference
  - National Convention
- Incoming National Council Members will receive two (2) nights' lodging and two (2) days per diem for the National Council of Administration meeting and Programs Workshop to be held at the close of the National Convention.

Item H: National District Council Members:
- to make one (1) official visit in each state in their National Regional District each year at the expense of the National Organization with the approval of the National President to attend a Council of Administration meeting.

Item I: The National Ambassadors will receive:
- travel expense (flights booked thru VTS or mileage if driving, the lesser of the two)
- ½ the room rate at the VFW Auxiliary Headquarters Hotel utilizing the room block
- Registration
  - Mid-Year Conference
  - National Convention
- Incoming Ambassadors will be advanced two (2) nights’ lodging and two (2) days’ per diem for the National Council of Administration meeting and Programs Workshop to be held at the close of the National Convention.

Item J: The National Program Conference Chairmen will receive:
- airfare to National Convention (flights booked thru VTS)
- $200 toward expenses for National Convention

Item K: National Representative Travel to Departments:
- With the approval of the National President, a National Representative may be assigned and her expenses paid by the National Organization to a Department Council of Administration meeting or Department Convention. (Only one (1) official representative at any one time will be permitted to attend and receive expenses.)
- A Department may request up to three (3) visits per year unless otherwise determined at the discretion of the National Organization.

Item L: The National President may have the option to travel first class across the country, which includes Alaska and Hawaii.

Item M: Business Class may be the option for international flights.

Item N: $75 per child each year be given at the VFW National Home for Children to be used as follows:
- Purchase Christmas gifts for his/her family
- Purchase a gift for each child
- Used for Christmas Dinners
- This money shall be taken from the Health & Happiness – Christmas Cheer Fund and sent to the National Home for Children at their request.
- Also a gift of $50 will be given to each high school or college graduate.

Item O: The release of the VFW Auxiliary membership mailing list shall be allowed to the VFW National Home for Children for a maximum of two appeals for the fiscal year. Anticipated mailing dates and file segments shall be agreed upon by the Home, the National Secretary-Treasurer, and the VFW Marketing Services so as not to compete with the pre-planned solicitations.

Item P: The National Senior Vice-President and the National Junior Vice-President will be permitted to work on their years as necessary.

Item Q: The National Jr. Vice President will be allowed travel expenses to attend the informational meeting arranged by the VFW National Home for Children for Department Jr. Vice-Presidents.

Item R: Expenses in the National Home budget, listed as VFW National Home Maintenance, shall not include salaries.

Item S: The National Organization will pay the airfare, banquet fee or registration fee and per diem for the guest of the National President to attend:
- the Homecoming of the Commander-in-Chief
- the Mid-Year Conference
- the National Convention

Item T: The National Secretary-Treasurer or her representative shall accompany the National Sr. Vice President and the National Jr. Vice President to the VFW Sr. and Jr. Vice Commanders’ Conferences.

Item U: These Standing Rules will remain in effect until changed, modified or rescinded and reviewed by the National Council of Administration.

Approved on:

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