

Enlisted Association of the National Guard of the United States

Travel Standard Operating Procedures

September 28, 2006

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Enlisted Association of the National Guard of the United States

Travel Standard Operating Procedures (SOP)

1. Purpose.

The Enlisted Association of the National Guard of the United States (EANGUS) Travel Standard Operating Procedures (SOP) will be used to standardize travel procedures for EANGUS Officers, Executive Council, National Office Staff and EANGUS members at large authorized to travel at EANGUS expense.

2. Objective.

The EANGUS Travel SOP is intended to streamline travel procedures for EANGUS members authorized to travel at EANGUS expense and includes but is not limited to:

- Authorization for travel to Executive Council meetings, National Conference, EANGUS Area Meetings, and By-Invitation events for Officers, Executive Council Members, National Office Staff and/or EANGUS members.

This SOP also includes travel procedures for commercial and privately owned vehicles, reimbursement of travel expenses, movement of EANGUS equipment and supplies.

3. Authorization for Travel at EANGUS expense.

The EANGUS President will authorize travel for Officers, Executive Council members and the Executive Director of EANGUS per the EANGUS By-Laws.

The Area Chairperson will authorize travel for Area Directors and EANGUS members to attend Area meetings called by the Chairperson.

The Executive Director will authorize travel by National Office staff to the following events with concurrence of the EANGUS President.

- Executive Council Meetings
- National Conference
- By-Invitation functions

The EANGUS President and Executive Director will certify expenses of Officers, Executive Council and National Office Staff per the EANGUS By-Laws.

In the event Area Chairpersons and Area Directors conduct Area business prior to/or after the National Conference, Area funds may be expended for lodging and per diem.

4. Travel Procedures

The primary means of travel are:

- Commercial Airline
- Commercial Bus
- Commercial Train
- Privately Owned Vehicle

Two days are authorized for travel. One day for the departure travel and one day for the return travel. Additional travel days may be authorized by the EANGUS President.

EANGUS Officers and Executive Council members may purchase airline tickets using personal means. Tickets must be purchased a minimum of 30 (thirty) days prior to the event and the member will forward the itinerary to the National Office to include the cost of the ticket. Violation of the thirty-day policy will be administered by the EANGUS President.

If the member does not have the personal means for purchase of the ticket, the member will make the reservation with the EANGUS Travel Agency. Contact the National Office for current agency information with the confirmation number, and request the EANGUS Travel Program to purchase the ticket. A minimum of thirty days is required between purchase of the ticket and attendance at the event.

The EANGUS President will approve the cost of conveyance for Officers, Area and Committee Chairpersons and the Executive Director of EANGUS.

Area Chairpersons will approve the cost of conveyance for Area meetings/functions. The Area Chairperson's signature on the Expense Voucher authorizes the expense. The EANGUS President and Executive Director will certify expenses per the EANGUS By-Laws and pay the expense if appropriate budget allows.

The Executive Director will approve the cost of conveyance for the National Office Staff. The Executive Director will approve/disapprove National Office staff authorized POV, Travel and per diem additional travel. The EANGUS President and Executive Director will certify expenses per the EANGUS By-Laws.

If commercial airline tickets are not used due to cancellation of the event or circumstances beyond control of the ticket holder, the member will maintain control of the ticket and use it at the next available opportunity

EANGUS Travel SOP Travel Procedures (con't)

Privately Owned Vehicles (POV) can be used as means for travel. The EANGUS President will approve POV travel for the Officers, Area and Committee Chairpersons, and the Executive Director. Area and Committee Chairpersons will authorize the use of POV's for their respective Directors/members with concurrence of the President. If an EANGUS member or staff member transports equipment/supplies for EANGUS in his/her POV, the member may receive additional compensation for mileage. The travel approval authority will indicate on the travel voucher if additional compensation is authorized and the dollar amount. This will be approved by the President.

5. Rental Car will only be authorized by the EANGUS President. Exceptional circumstances must be present for the use/authorization of a rental car. Reimbursement procedures are outlined in the EANGUS Finance SOP.
6. By-Invitation Events

The President may delegate event attendance to the Executive Director or Executive Council members, as deemed appropriate. If attendance to the events requires expenditure of travel funds, the expenditure of funds will be deducted from the appropriate cost center.

7. Reimbursement Procedures

Expense Vouchers.

The EANGUS President is the approval signature for Officers, Area and Committee Chairpersons, and the Executive Director. Area Chairpersons are the approval signatures for Area Directors. The Executive Director is the approval signature for the National Office Staff.

If an Executive Council meeting is conducted prior to the Annual National Conference, elected officers will have their travel costs (airfare, POV, etc.) reimbursed. The National Office will pay for conference registration and lodging at the "Standard Room Rate". If a member upgrades his/her respective room, the member will pay the total room cost and will be reimbursed for the "Standard Room Rate" when the proper forms have been submitted for reimbursement.

Time Limits.

Requests for reimbursement for travel (Expense Voucher) will be submitted per the EANGUS Finance SOP. Requests submitted outside the published guidelines will have a request for exception to policy attached. For EANGUS Officers and Area Chairpersons, the President must concur/approve the exception to policy and forward it to the National Office. For Area Directors, the Area Chairperson and EANGUS President must concur/approve the exception and forward it to the National Office. For the National Office staff, the Executive Director and the EANGUS President must concur/approve the exception to policy.

8. Definitions.

EANGUS: Enlisted Association of the National Guard of the United States

Executive Director: The Executive Director of EANGUS.

Area Chairperson: An Area Director elected by Area delegates to perform duties of Area Chairperson.

Area Director: A member of EANGUS elected from Area delegates to perform duties of Area Director.

Member: An enlisted soldier/airman who has paid up dues to the National Office for current calendar year.

EANGUS Travel Program: The current travel agency utilized by EANGUS for purchase of airline or bus tickets.

Expense Voucher: EANGUS Form No. 12 with current revision.

POV: Privately Owned Vehicle

Finance Standard Operating Procedure (SOP): The current approved financial guidelines document that provides the direction to be followed in the management of assets, liabilities, revenue and expenditures.

Standard Room Rate: The contracted room rate for a specific event or time frame.

ANNEX A

1. The current per diem rate is \$52.00. The per diem rate covers all incidental expenses such as meals, phone charges, tips, etc.
2. Parking reimbursement will be at the maximum rate of \$12.00 per day. **Parking reimbursement fees will be submitted on an EANGUS Travel Voucher and a receipt must accompany the voucher.**
3. Mileage rates will be in accordance with Federal mileage reimbursement rates and will change as Federal mileage reimbursement rates change. If a Personally Owned Vehicle (POV) is being used and the mileage rate exceeds the cost of commercial travel, the EANGUS President must authorize the expenditure.
4. If the individual is transporting materials or equipment to be used for an EANGUS function, the requestor will provide the estimated cost of shipping to include boxing of the materials to the EANGUS President. The EANGUS President will approve use of the individual's POV. If the Expense of shipping & Mileage is less than a ticket for commercial transportation and shipping.

Oct 17, 2006