



SOP Financial & Expense Report Policy Marine Corps League National Headquarters

All members of the MCL that submits Expense Vouchers/Travel Claims must submit their claims within the guidelines provided herein. All Expense Vouchers/Travel Claims must be submitted with the appropriate documentation and justification for the claim. Only complete and accurate claims will be authorized for payment by the Chief Operating Officer and the National Commandant if they meet the following guidelines:

NOTE – All “Expense Vouchers” will be submitted to the National Commandant and Chief Operating Officer directly for approval. Note – it is preferred this be accomplished via e-mail.

1. Only the official “Expense Voucher” form for the Marine Corps League will be authorized for reimbursement of travel funds. (All charges not in budget require a vote of the Board of Trustees or executive board depending on the amount.) The current year form must be used. The Expense Voucher must include the following:

- a. Full Name
- b. Date
- c. Position
- d. Budget Line Item Number
- e. Full Mailing Address
- f. Telephone Number (just enter 10 digits)
- g. Purpose of Travel
- h. Day by Day entries must be entered in each block to include the correct “Account Code.”
- i. All Totals must be annotated.
- j. Must be signed by “Claimant.”
- k. Remarks must indicate purpose of travel.
- l. Receipts and/or documentation for all claims MUST accompany the “Expense Voucher.”
- m. Expense Vouchers MUST be mailed to the National Commandant for approval.
- n. All travel claims must be submitted within 30 days of the last day of travel. Any deviation from this process can only be approved by the National Commandant.

2. Expense Vouchers/Travel Claims will only pay the following:

a. Actual cost of airline tickets (Coach Fares Only) plus baggage fees, associated parking fees at airports, travel to and from airport (fourteen cents per mile) if required; OR

b. If travel by personal vehicle, the claim must be for fourteen (\$.14) cents per mile. If two or more official travelers travel in one vehicle, only one member will be paid for travel. An appropriate document must be provided indicating the actual miles from home address to the actual site where official travel was authorized. MapQuest, Google Map, etc. documentation must be provided to show the “home” address to the authorized site with the total miles for a one-way trip. The traveler will be authorized to double the mileage to show their return home portion of the trip. Only direct routes to and from the authorized site will be paid.

c. NO rental cars are authorized at any time without the express approval of the National Commandant or the Chief Operating Officer when several individuals are traveling to the same geographical areas for the same reasons. This policy applies to any Marine Corps League member utilizing Marine Corps League funds for official Marine Corps League travel. Failure to obtain permission from the National Commandant or the Chief Operating Officer may invalidate the claim for

reimbursement of a rental car. When rental cars made be needed in conjunction with a Board of Trustees meeting or other authorized travel, coordination with the Chief Operating Officer will be required by all members that need transportation from and to the airport.

d. If tolls exceed \$5.00 for total trip, receipts are required for reimbursement.

3. Cost of meals is NEVER authorized, without the express approval of the National Commandant. This policy applies to any Marine Corps League member utilizing Marine Corps League funds for official Marine Corps League travel. Failure to obtain permission from the National Commandant may invalidate the claim for reimbursement of any cost of meals. Meals are generally not a covered expense for Marine Corps League official travelers.

4. Cost of the purchase of alcohol is NEVER authorized, without the express approval of the National Commandant. This policy applies to any Marine Corps League member utilizing Marine Corps League funds for official Marine Corps League travel. Failure to obtain permission from the National Commandant may invalidate the claim for reimbursement of any cost of any alcoholic beverages. The purchase of alcoholic beverages is generally not a covered expense for Marine Corps League official travelers.

5. Any Marine Corps League member who is budgeted for a stipend or has been authorized to travel on the Marine Corps League Budget, MUST ensure that all Expense Vouchers are submitted for each Budget Year no later than 31 July. The Budget Year for the Marine Corps League is from 1 July until 30 June of the following year. Thus, all Expense Vouchers must be submitted by 31 July of each year to be eligible for reimbursement. The budget books are closed on 31 July of each year, and no Expense Vouchers will be processed after 31 July for the previous year's Budget. As a reminder, all Expense Vouchers must be submitted within thirty (30) days of the last day of authorized travel.

6. Any Marine Corps League member who is budgeted for a stipend or has been authorized to travel on the Marine Corps League Budget, MUST monitor their stipend's amount regularly to ensure that the stipend amount is not exceeded. Stipends and/or budgeted travel will not be exceeded without complete justification and APPROVAL of the National Commandant. Stipends are covered from 1 July until 30 June of each year, regardless of the individual assigned that that stipend. I.E., when National Officers are elected in August at the National Convention, any stipends used since 1 July by his/her predecessor, is part of the stipend for the incoming officer. Thus, the incoming officer would NOT have their entire stipend amount for the remaining part of the budget year.

7. Any Marine Corps League member who is budgeted for a stipend or has been authorized to travel on the Marine Corps League budget, MUST ensure that they use the proper "Account Code" when submitting an Expense Voucher. Some Expense Vouchers may have more than one "Account Code" listed. This is the responsibility of the member to correctly use the correct "Account Code" with the proper justification.

8. Approved by the National Board of Trustees on 01 March 2018.

Signed Copy On File
Dennis Tobin
National Senior Vice Commandant
Corporate Secretary

3/1/2018
Date

Signed Copy On File
Wendell W. Webb
National Commandant
Chief Executive Officer

3/1/2018
Date

APPENDIX A – Expense Guide for National Convention

APPENDIX B – Expense Guide for National Conference