

TRAVEL EXPENSES REIMBURSEMENT

Effective October 1, 2021

Purpose: To provide fraternal leaders with guidance on travel reimbursements for events hosted by district or regional offices.

Chapters may reimburse mileage costs for fraternal leaders and/or chapter board members attending a meeting hosted by its district or regional office if the chapter has sufficient funds in its bank account. Mileage should be reimbursed based on the current year's IRS mileage reimbursement rate.

Meals, lodging and incidentals are not reimbursable. We recommend virtual participation if an overnight stay is necessary. Please contact the Fraternal Department to discuss any extenuating circumstances.

The chapter board should pre-approve all travel if reimbursement is expected. For mileage, verify and document the roundtrip mileage between the attendee's home and the meeting. The documentation should be kept with the chapter records; however, they do not need to be sent to the Fraternal Department.

Youth service club leaders should be reimbursed by the youth club's parent chapter, provided the chapter has sufficient funds. Contact the chapter leader in advance to ensure reimbursement is possible. Provide the chapter leader with documentation of your mileage. The

Fraternal Department can connect you with the chapter leader.

Fraternal leaders and board members who are also Modern Woodmen field representatives may only receive a mileage reimbursement if attending a strictly fraternal event at the district or regional office. If the event covers both business and fraternal topics, the field representative should consider it a business event.

Please note there are separate policies for travel related to the following meetings and events.

- Fraternal leader travel to Fraternal Department-hosted events. Fraternal leaders will receive instructions when invited to the specific Fraternal department-hosted event. Conditions may vary.
- Fraternal leader or board travel for American Fraternal Alliance or other advocacy trips. The Fraternal Department has specific policies governing travel costs for state fraternal alliance events. Contact Karen Mizner at ext. 7348 to inquire.
- Chapter member travel to county and district elections. During a convention year, leaders of host chapters will receive guidance from the convention team via electronic and U.S. mail.