

# Air Force Sergeants Association

DIVISION 3 STANDING RULE 2019

Apr 27, 2019

## FUNDING AND CLAIMS FOR REIMBURSEMENT

1. **Purpose:** To provide guidelines identifying funding eligibility and method and timely submission of claims for reimbursement.
2. **Authority:** This rule was approved by the Division 3 membership attending its annual conference held April 26-27, 2019 and will be reviewed and reissued annually.
3. **Procedures:** Claims must be submitted on AFSA Form 200-28, "Claims for Expenses," in accordance with AFSA guidelines, within 30 days of the ending of the event for which the expense is claimed.
4. **Authorized Reimbursement:**
  - A. International Conference:
    - (1) The Division President is authorized to provide registration fee reimbursement to Division Officers attending the International Conferences to help offset expenses if sufficient division funds are available and only if the officer is not on official orders. The Division President will make the determination if sufficient funds are available, and will approve/disapprove request for reimbursement accordingly.
    - (2) The Division will cover the cost of the International Convention registration fee for its Airman, NCO, Family Member and Member of the Year winners provided he/she is not on official orders, to help offset expenses if sufficient division funds are available and only if not on official orders. The Division President will make the determination if sufficient funds are available, and will approve/disapprove request for reimbursement accordingly. The Division President will ensure the registration form and fee are forwarded to AFSA HQs.
  - B. Division Conference:
    - (1) Division Executive Council members attending the division conference are entitled to seek reimbursement for their conference registration, on-site lodging, and travel. Travel is reimbursable at the approved mileage rate contained within this Standing Rule. The Division President will make the determination if sufficient funds are available, and will approve/disapprove request for reimbursement accordingly.
    - (2) Newly elected or appointed Executive Council members shall be reimbursed for the return trip to their place of residence upon submission of an AFSA Claim form.

C. Mileage Rate: Only one occupant of a vehicle may claim mileage reimbursement. The approved division mileage rate is 20 cents a mile. Individuals using rental cars shall be reimbursed at the approved mileage rate only.

D. Travel: No reimbursement will be made for travel less than 100 miles per round trip.

E. The Division President making official visits within the scope of his/her duties may seek reimbursement for travel (flying or driving) and lodging expenses incurred. Driving will be reimbursed at the approved mileage rate.

F. Trustees making official visits within their areas of assignment or other Representatives of the President, who have been approved/directed to travel on official business for the division may submit vouchers for reimbursement of travel (flying or driving) and lodging expenses incurred. Travel reimbursement will not exceed the approved mileage rate, regardless if driving or flying.

G. Other Funding. No reimbursement will be made for expenses funded from other sources.

H. Budget Contingency Actions: In the event of fiscal changes directed by AFSA International or a decrease in overall Division revenues, the Division President will revise "budget" expenses to compensate accordingly. He/she will then forward the revised budget to the Executive Council for immediate approval explaining the need to implement this contingency.

//Signed//

STEVEN N. ZALESKY

President, AFSA Division 3

Distribution:

AFSA International President

Division Executive Council

Division 3 Chapter Presidents