

# Texas VFW Reimbursement Form

2/8/2022 11:45 AM

<b>Name</b>						<b>Title</b>								
<b>Address</b>														
					Dep / Rtn	Rate	Non Tvl	\$55 non-tvl Per	Lodging	Roundrip	Mileage	Misc	Total	
Dep Date	Rtn Date	Place & Reason for Trip			Days	\$41.25	Overnights	Diem	Expenses	Miles	@.50	Expenses	Expenses	
<p>1 Use form for reimbursement of all VFW Business /travel related expenses.</p> <p>2 All original detailed/itemized receipts must accompany this request.</p> <p>3 entainment per IRS requirements.</p> <p>4 List one trip per line. No more than five (5) trips per form.</p> <p>5 Keep a copy for your files.</p> <p>6 Must be submitted within 30 Days of first event date.</p> <p>7 Date = Start date of trip.</p> <p>8 Place &amp; Reason = List place traveled to and reason or purpose of trip.</p> <p>9 Dep/Rtn = List <b><u>1st &amp; Last day of overnight travel for this trip.</u></b> Should be no more than <b><u>2</u></b> and will be <b><u>1</u></b> if going to more than one location</p> <p>10 Rate= Amount of Per Diem for 1st and Last day of <b>overnight travel</b> at \$41.25 per day.</p> <p>11 Non Tvl Overnights = Days of overnight non-travel <b><u>other than 1st &amp; Last Day.</u></b></p> <p>12 Non Tvl Per Diem = Per Diem is \$55.00 per overnight non travel day. Multiply No. of days X \$55. = total.</p> <p>13 Lodging Expenses = Total cost of lodging -Itemized receipt required.</p> <p>14 Roundtrip Miles = Round-trip miles from your house and back -  <b><i>List one way if subsequent trips are not back to your house. IE. Attending two Districts over one weekend.</i></b></p> <p><b>Note:</b>  <b><i>Mileage from house to District 1 to District 2 to House</i></b></p> <p>15 Mileage = Total miles multiplied by .50 = Allowable reimbursement for travel by vehicle or cost of air</p> <p>16 Column H = This is for any miscelleounas expense(s) Itemized receipts with business purpose required.                  Use back for details on who, what, when.</p> <p>17 Total Expenses= Dpe/Trn Perdiem, Non TVL Per Diem, lodging Exp, Mileage &amp; Misc. Expenses</p> <p>18 Add all totals of Line I together for Subtotal subtract any Advances leaving total of reimbursement.</p>											<b>Subtotal</b>			
											<b>Deductions</b>			
											<b>Date:</b>		<b>Total</b>	
											<b>Signature</b>			
<b>State QM Approval Signature</b>														
<p><b>Notes:</b></p>														