



# NATIONAL VETERANS AFFAIRS COUNCIL

American Federation of Government Employees  
Affiliated with the AFL-CIO

**April 6, 2023**

1. In order to facilitate a productive and orderly meeting, with the understanding that the agendas are crowded for Labor Management Relations (LMR) and National Veterans Affairs Council (NVAC) Executive Committee meetings, only NVAC Executive Committee members and those authorized by the NVAC President and his or her designee may speak at LMR meetings or NVAC Executive Committee meetings. If time permits at LMR meetings, and only after the elected executive committee members and written inquires have been exhausted, National Representatives and Safety Representatives may have an opportunity to voice questions and comments to the Agency speakers, only after being acknowledged by the Chair. Each speaker will be limited to one question or comment at a time.

## **Travel and Vouchers:**

2. NVAC Executive Committee members and other authorized people will be reimbursed at whatever the AFGE rate is, with the exception of when government travel regulations have a higher rate – per diem reimbursement will be set at this higher government rate. Such people will be reimbursed for mileage at the then prevailing government rate when using a privately owned vehicle (POV). If using a POV, the reimbursement will not exceed the prevailing rate for an airline ticket. A voucher in such a circumstance will be accompanied by a printout from a website of the applicable airfare or an estimate from a certified travel agent. The website mileage printout is also required for terminal mileage reimbursements.

## VOUCHER SYSTEM:

- Everyone requesting reimbursement for expenses incurred in conducting NVAC business will utilize a voucher system. Vouchers will be made out in duplicate. The individual will retain one copy. The other copy will be submitted to the committee

chairperson and/or another authorizing official who will approve or disapprove the voucher and forward a copy to the NVAC Treasurer.

- Vouchers should be submitted no later than thirty (30) calendar days after the expenditure. Expenses incurred due to an NVAC Meeting will be paid by the attendees and reimbursed after approval of the voucher.
- Receipts must accompany all vouchers. The types of receipts needed for review by a committee chairperson for an approval or disapproval when on NVAC business are as follows:
  - A. Copy of airplane ticket & baggage receipts.
  - B. Receipt for taxi fare more than \$75.00 per one way trip
  - C. Hotel accommodations. Complete stay at HOST hotel. Receipt should show \$0 Balance and amt. paid.
  - D. Miscellaneous expenses more than \$75.00. (Does not apply to non-travel related expenses).
  - E. Any telephone charges with the reimbursement calls circled on the bill (this includes District Representatives' home phone).
  - F. Committee Chairs are limited to no more than 1 committee working meal during travel status and/or training/meeting events, without the prior approval of the President or designee. The President or designee shall have the authority to approve additional working meals on a case-by-case basis. Committee Chairs must submit an agenda for each additional meal requested, prior to approval and must submit minutes afterwards. The Executive Officers shall make every effort to organize at least 1 working meal, with an agenda, for the full Council at any NVAC event. Attendance shall be limited to elected officers, NRs, SRs, & staff to ensure free discussion and to encourage the development of strong professional relationships among the members. Committee working meals are limited to members of the assigned committee for the purpose of conducting business related to the committee function. Committee Chairs may invite other non-committee members only after prior approval from the NVAC President or designee. Officers of the NVAC may attend such meetings if required/invited. Below meal voucher requirements apply. Officers of the NVAC may hold meetings in conjunction with meals for union business as necessary. All meal voucher requirements must be followed.
  - G. The attached form must be submitted with Vouchers (Attachment A) for working meals/meals and will include the full name of who was present and a short description of what the meeting was for and what was discussed.
  - H. A copy of the meeting/training notice for non-NVAC sponsored meetings/training.
  - I. Receipts are required for all non-travel related vouchers submitted for reimbursement, regardless of the cost. Copies of credit card bills without a

receipt are not considered proper proof of purchase.

J. All unused advancements must be returned to the NVAC to include but not limited to per diem, hotel lodging etc.

3. When directed by the NVAC President or designee, all non-retired Executive Committee members and/ or NVAC Committee members performing work on behalf of the NVAC when official time is not warranted, may receive a stipend of \$35.00 per hour if requested. A voucher must be submitted along with the attached form (Attachment B) to the NVAC Treasurer for review prior to final approval from the NVAC President or designee. Supporting documentation is required. Payments will be paid at the completion of work performed.

For All payments more than \$600.00 annually, the individual will receive a 1099 at year end for tax purposes. Completion of a Form W-9 is required. (No taxes will be withheld from these payments) All Vouchers will be forwarded to the NVAC Treasurer for review.

**Miscellaneous:**

4. Each NVAC Committee's budget proposal will be submitted to the Budget Committee by February 1 of each year.
5. The NVAC President or designee will be responsible for providing newly elected NVAC Executive Committee members copies of the current constitution and by-laws, current policies, and position descriptions for District Representatives, National Representatives, and Safety Representatives.
6. Any committee chairperson, committee member, or other elected officer failing to submit expense voucher and required receipts will be suspended from any further NVAC paid travel until proper vouchers and receipts are submitted, unless extenuating circumstances exist.
7. Travel advances may be obtained using estimates for travel costs but must have some supporting documentation, receipts will be required once travel has been completed. In the event travel is cancelled and/or changes are made in travel plans after receipt of advanced funding, all unused advancements must be returned to the NVAC Treasurer promptly. Receipts for advanced travel funding must be sent to the NVAC Treasurer within 5 days of return from travel. Failure to return advanced unused travel funds and/ or required receipts within the required timeframe will result in denial of future travel advancements/reimbursements. Any delinquency will be reported to Council President or designee.

8. All committees will draft a statement to include the committee mission, policies, and goals for review by the NVAC Executive Committee.
9. NVAC Executive Committee members shall encourage all local presidents to seek advice and assistance of their District Representative before contacting the NVAC President or Attorneys.
10. The Budget Committee will be responsible for revising the current reporting forms used by NVAC as needed, including the vouchers and monthly and annual report forms, as necessary.
11. Voting on issues before the NVAC Executive Committee will be by district and so recorded in the minutes.
12. Conference calls will be held each month to discuss NVAC business. The call will include all NVAC Executive Committee members.
13. The Treasurer will provide a line-item budget report every six months at the LMR Meeting or, if there is no meeting, the information will be provided in March and September of each year.
14. NVAC staff will be the only ones allowed to tape record any NVAC Meeting held in conjunction with an LMR Meeting.
15. There will be no smoking during any NVAC Meeting. During NVAC meetings, pagers, cell phones, and beepers will be on silent mode.
16. Semi-annual LMR meeting: All participants, NVAC Executive Committee – 5 Officers, 15 District Representatives, 12 National Representatives and 5 Safety Representatives shall travel in on a date prior to the start of the meeting. Return travel should not be scheduled before 2:00 p.m. and all participants should remain at the meeting until at least 12:00 noon on Friday, or until adjourned, whichever occurs first.
17. All conference calls / or meetings outside of the National VA Council standing current committees will give monthly reports to the President or designee.
18. Anytime the NVAC President or designee and/or the committee chair utilize a retired NVAC Executive Committee member and/or a retired NVAC Committee member, to perform work on behalf of the NVAC, they will be given a stipend of \$35.00/hour while they are on “NVAC Duty” or at a NVAC sponsored event. An itemized voucher along with the attached form (Attachment B) will be required that includes date, hours worked,

purpose of work, and a short description of work performed. Stipends will be paid after the completion of work performed. 1099 requirements apply.

19. Committee Chairs must have prior approval from the NVAC President or designee before authorizing travel for retired and non-retired committee members attending non- NVAC sponsored meetings or training events. In the event the request is denied, the Chair can appeal to the executive committee.
20. Committee Chairs must have prior approval from the NVAC President or designee before authorizing committee members to travel early to NVAC and non-NVAC sponsored events/training and before extending travel at the end of such events that result in a net increase of cost. In the event the request is denied, the Chair can appeal to the executive committee.
21. The above will be the only governing policies of National VA Council #53.



## AFGE National VA Council

### Expense Report: **Meals/Working Meals** (Attachment A)

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Name of Requester: \_\_\_\_\_

Meeting Name:

Meeting Date:

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Name of Meeting Attendees:


Brief Description of Meeting:


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Charge to \_\_\_\_\_ Committee

\*Submit with voucher and receipt for reimbursement



# AFGE National VA Council

## Expense Report: **Stipend Hours** (Attachment B)

\*Reimbursement for hours worked requires pre-approval by the AFGE NVAC President or designee

Meeting Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Date	Hours Worked	# of Hours	Description of Work

### Purpose of Work:


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of AFGE NVAC President or designee

\_\_\_\_\_  
Date

Charge to \_\_\_\_\_ Committee

\*Submit with voucher for reimbursement