

National Executive Director

PO Box 70735 SW Station
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POLICY MEMORANDUM 2008-03

Date: May 22, 2008

Subject: REIMBURSEMENT AND ADVANCE PAYMENT

Enclosed: (1) Activity Expense Report (AER)

Cancellation: ALLCOM 2004-01

Purpose:

This memorandum is to explain the policy in regards to reimbursement of expenses and advance payment to chartered Young Marine units and members of the Young Marines program.

Definition:

- 1) Authorizers: Only authorized Young Marines National Headquarters personnel may approve or deny submitted requests for reimbursement and or advance payment for national sponsored events and activities. Commanders of their respective levels can authorize reimbursements and advance payments for activities within their command.
- 2) Funds: Funds are to come from the respective command's accounts.
- 3) Time Frame: All expense reports must be submitted to their respective command level within 30 days of the activity or function or it will be denied. Request will be processed as soon as possible, allow 4 to 8 weeks for payment.
- 4) Request for advance payment: These requests must be in writing and submitted within a reasonable time frame before the event. Submitting a request does not guarantee funds. All advance payments will be granted only to pre-authorized events.
- 5) Reimbursement Amount: Young Marines National Headquarters' staff has full discretion as to how much money is reimbursed to any person for any activity, regardless whether at unit, battalion, regiment, division or national level. Headquarters and respective commander levels will give an explanation if the requested amount is not approved.
- 6) Anti-Fraud: By signing and submitting the expense report the claimant certifies that they have not received any reimbursement for the requested expenses, and is not profiting from the requested amount. Any member attempting to receive payment for an already reimbursed expense and or is attempting to profit from the request will have legal action taken against them.
 - a. Disclosure of information: At any given time, any reimbursement request, processed or pending can be called into scrutiny and must be produced when requested for by Young Marines National Headquarters.

- 7) Activity Expense Report (AER): The official Young Marines form used to make an authorized reimbursement claim.
- 8) Advance Payment: A payment authorized in advance for the purpose to pay a future expense(s) based on a formal written request.
- 9) Lodging: Commercial establishments with nightly, weekly or monthly overnight rates. The established reimbursable rate for lodging is \$70.00 per night. Itemized receipts and proof of payment is required for reimbursement consideration. Only room rate and tax will be reimbursed.
- 10) Air Transportation: Commercial air transportation used to travel to and from an authorized Young Marines activity. All air transportation must be authorized by respective command level prior to the purchasing of any ticket. Proof of payment and travel must be provided for reimbursement consideration.
- 11) Ground Transportation: Public or private vehicles such as automobiles, taxis, buses, trains, etc. Regardless whether traveling in public or private means, proof of transportation is required for consideration of reimbursement. Gratuity will not be reimbursed.
 - a. Private Conveyance: The established rate is \$ 0.32 per mile for private forms of transportation, not to exceed \$200.00. The claimant is the driver. This rate applies only to the driver, regardless of number of passengers in the vehicle. The driver must write down the starting mileage and the ending mileage on the AER. Headquarters and respective command levels will verify the distance to assure the arithmetic. Receipts are not required, as Young Marines National Headquarters will not reimburse gasoline, unless otherwise authorized.
 - b. Public Conveyance: All forms of public transportation must be pre-authorized to receive consideration of reimbursement. Receipts are required.
- 12) Emergency Transportation: Emergency claims are an after-the-fact case by case basis. All emergency claims must have receipts and a formal letter of explanation for consideration.
- 13) Meals: Young Marines members on authorized Young Marine business are authorized \$30.00 per working day meal rate. The travel day rate is \$15.00 per day per person, unless traveling to another Young Marine activity where the full day meal rate applies. Reimbursements may not exceed established rates unless prior approval by Young Marine National Headquarters. Itemized receipts are required for reimbursement consideration for meals. Gratuity and alcoholic beverages will not be reimbursed.
- 14) Other / incidentals: Expenses not covered by the lodging, air transportation, ground transportation, or meals. Such costs incurred include but are not limited to parking fees, toll fees, supplies, etc. If you are unsure if your expense is a valid incidental purchase, provide letter of explanation for consideration.
 - a) Process:
 - i) Obtain Authorization
 - (1) Submitting a written request for the authorization for a certain event that will have financial support from Young Marine National Headquarters or respective level.
 - (2) Advance Payment Authorization
- 15) All pre-authorized funds will be released via check to a designated registered adult. Funds not used must be returned to Young Marines National Headquarters or respective command level within 30 days.

- 16) Itemized list of purchases made must be submitted along with any unused funds.
- 17) Tracking Expenses
 - a) Make sure you keep track of all original receipts and do not mix personal matters with Young Marine business.
- 18) Receipts
 - a) All receipts must show the form of payment, date and have an itemized list of the purchase(s). This is because there are certain products and or services that Young Marines cannot pay for. No reimbursement request will be honored without an itemized receipt. No alcohol will be reimbursed.
- 19) Verification / Accountability:
 - a) Commanders are responsible to ensure that no prohibited item or service is reimbursed. Such items are, but not limited to, alcohol, tobacco, or items/goods alike.
 - b) If unauthorized or prohibited items are present on receipts, commanders are to scratch out the item and amount, initial the correction, and recalculate the total.
- 20) Release of Money:
 - a) All approved reimbursements, regardless of level of command, will be paid by check to the name and address written on the reimbursement form. Checks will be mailed using standard postal services.

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Director