

2020 Policy Statement on Mileage Supplement for Council Presidents

MOAA provides council presidents a financial supplement to facilitate statewide travel and presence at chapter activities. The supplement may not be sufficient to cover total costs borne by council presidents in the course of their duties, but helps offset expenses and encourages council engagement with chapters.

Stipulations:

1. Travel should be conducted within the state for which the council president has jurisdiction/responsibilities. The supplement is intended to cover travel conducted in support of chapter visits and chapter events only. The supplement shall not be used for state council or lobbying activities.
2. The 2020 supplement (\$1050 per council) will reimburse up to 2,000 miles at the Internal Revenue Service rate of 57.5 cents per mile. Councils should likewise use this rate in calculating individual reimbursement. Councils should maintain mileage reimbursement records, but are not required to file travel claims with MOAA national. Any mileage or other travel expenses (see 4, below) in excess of \$1050 will be borne by the council.
3. Council presidents may, at their discretion, share this entitlement with council or area vice presidents. The maximum supplement of \$1050 remains in effect.
4. Reimbursable mileage applies only to distances traveled from the traveler's home/departure point to designated meeting place and return. "Out and around" mileage, or mileage in support of meals, logistics, etc. should not be reimbursed; however, council presidents may exercise discretion where significant distances are involved (e.g., large states where some chapter visits may require an overnight stay).
5. Standardized trip reports, providing a summary of the event and an assessment of the chapter's health, must be submitted at least quarterly to Council and Chapter Affairs in order for the council to receive the supplement in subsequent years.

Procedures:

1. At the end of the preceding calendar year, MOAA national will confirm that eligible council presidents wish to receive the annual supplement. If so, the supplement will be deposited via Electronic Funds Transfer (EFT) to the council early in the calendar year. A council must participate in the EFT program to receive disbursement of funds.
2. Council presidents must submit trip reports at least **quarterly** to the Council and Chapter Affairs department (chapters@moaa.org) utilizing the Trip Report Form attached.
3. Councils can then process individual payments to the president or his/her designee.
4. Upon completion of responsibilities, council presidents are responsible for educating their successors on this process.