

**STANDARD OPERATING PROCEDURES  
OF THE  
VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF WYOMING**

**Current as of June 11, 2006**

**Amended January 8, 2010**

**Amended January 13, 2010**

**Amended June 8, 2017**

**These procedures apply to elected and appointed Department Officers, Council of Administration, Department Employees and Subordinate Units.**

The specific procedures set forth herein are not intended to be all encompassing, but rather are presented as guidelines to be followed by those Department personnel listed above. In situations not specifically addressed by these procedures, the officers and other personnel of this organization shall act in the best interest of the organization. Nothing contained herein is intended to alter or set aside any of the requirements set forth in the National and Department By-Laws.

**GENERAL PROVISIONS**

1. A copy of all correspondence originated by Department officers or chairman, which might affect Department policy, will be provided to Department Headquarters for official file purposes in an expedient manner.
2. Posts that host Department functions such as Mid-Winter conference and Convention will abide by the following guidelines:
  - a. They must insure meeting facilities are adequate for persons with disabilities.
  - b. The host Post will provide complimentary registration for the VFW National representative. The representative will pay for his own lodging. Members of the National Council of Administration will be required to pay their own registration and lodging.
  - c. Meals for special guests will be provided by the host Post. Special guests include but are not limited to, VOD winner and family, Patriot's Pen winner and family, Teacher award winners and family, Scouting winner and family, Safety award winners and family, and other guests invited by the Post and/or Department. The Department Commander or Adjutant will coordinate with the Post on the number of guests that need to be included in this provision.
  - d. The host Post will distribute a registration packet throughout the Department at least 90 days prior to the scheduled event. The packet shall contain at least a registration form, lodging information, booklet ad information, and a tentative schedule of events.
  - e. The host Post will make lodging reservations for the National Representative and provide an appropriate amenity and see that it is put in his/her room prior to their arrival. This may include such things as a fruit/snack basket, preferred beverage etc. The host Post should coordinate this with the Department Adjutant who has access to this type of information.

## TRAVEL POLICY

1. Reimbursement for travel expenses will only be made when a properly prepared Department Travel Expense Voucher is submitted in a timely manner (within 45 days of date of travel) to the Department Quartermaster.
2. Only the top four elected officers (Commander, Sr. Vice Commander, Jr. Vice Commander, Quartermaster) and Department employees are budgeted for travel and as such, eligible to receive travel reimbursement. The immediate Past Department Commander is eligible for a travel stipend to attend the National Convention.
3. Reimbursement will only be made for official VFW travel. Official VFW travel is defined as that travel necessary to perform the official business of the office held or to attend official VFW functions. Not included as official VFW business or functions are such things as parties, funerals, weddings, homecomings, shopping, etc. Any officer or employee who is uncertain as to whether or not travel is considered "official travel" should contact the Department Quartermaster prior to submitting a voucher. The Quartermaster may choose to confer with the Department Commander prior to making a decision on the matter.
4. Mileage will be computed using the mileage chart on the official Wyoming State map. If the town traveling to is not listed on the chart, a combination of road mileages and chart mileages will be used. For example, if traveling from Casper to Hudson the chart mileage from Casper to Riverton is 120 miles. Since Hudson isn't on the chart, the road mileage from Riverton to Hudson is 15 miles for a total of 135 miles.
5. When two or more persons who are authorized travel reimbursement ride together in a privately-owned vehicle, only one person will be authorized mileage reimbursement. Mileage reimbursement is not authorized for anyone using Government or company owned vehicles.
6. Reimbursement for lodging is only authorized for the top four elected officers aforementioned and Department employees.
7. Lodging reimbursement will only be made for the actual cost of the room plus any applicable taxes, and will not include charges for such things as food, beverages, phone, etc. The motel/hotel receipt that shows the room charges and taxes must be included with the travel voucher. **Credit card receipts are not acceptable because they only show the total charged, not the breakdown of charges.**
8. If an authorized traveler chooses to stay in a private residence with friends or family, or use a RV, reimbursement for lodging is not authorized. If traveling by RV and staying in a commercial campground, the camping fee is reimbursable providing a receipt is submitted. Reimbursement for mileage is authorized in accordance with paragraphs 2 and 6 above.

9. Officers/employees authorized reimbursement for lodging are expected to use good fiscal judgment in choosing which motels to use. Nobody is expected to stay in substandard low cost facilities, but on the same token, it is not in the best interest of the Department to stay in the most expensive place in town either. Special rates should be requested such as Corporate/Business or AARP etc. If a spouse or friend is also staying in the room and additional charges are incurred for the extra person, the officer should pay those charges himself. Suites or other premium rooms are not authorized.

10. District Commanders are authorized mileage reimbursement only. Overnight travel is not authorized. The budget for District Commander travel is calculated on the basis of the Commander visiting each Post in the district once for the purpose of conducting the Post inspection. Where return visits are required because of problems at the Post, prior approval for reimbursement must be obtained from the Department Commander.

11. District Commanders are not paid mileage for attending their own district fall or spring meetings. District Commanders must complete inspections of all posts in their district and the completed inspection forms must be in the hands of the Department Inspector by October 31, in order for the District Commander to receive travel pay to the Mid-Winter Conference.

12. Officers and employees who receive funding from the Department to attend National or Conference functions are required to stay in the same facility as the rest of the Wyoming delegation unless the facility is fully booked or other unusual circumstances arise and the situation is approved by the Department Commander.

13. Reimbursement for travel is only authorized for travel away from the claimant's city or town of residence.

14. Mileage will be reimbursed at a rate set by the Council of Administration at the Midwinter Conference or the Department Convention for the next Administrative year. Lodging is actual cost.

## COUNCIL OF ADMINISTRATION

1. The Council of Administration will meet at least twice per year, normally at the Mid-Winter Conference and again at the Department Convention. Additional meetings aside from these two may be called in accordance with the ByLaws.

2. Members of the Council shall be paid only mileage allowance to attend Council meetings. Council members are not reimbursed for lodging to attend the Mid-Winter Conference or the Department Convention.

3. Council members must answer roll call at the Council meeting in order to receive travel payment for attending that meeting.

## BUDGET COMMITTEE

A Budget Committee is hereby established consisting of the following Department officers: Senior Vice Commander, Chairman; Commander; Junior Vice Commander; Junior Past Commander; and Quartermaster. The Committee will meet as needed and present appropriate recommendations to the full Council of Administration.

### DEPARTMENT MEMBER AT LARGE ANNUAL DUES (DML)

The Annual Membership dues as a Department Member at Large will be \$45.00. The Council of Administration will review the Annual Dues for all DML's each year at its regular Midwinter or Convention meeting and make recommendations/changes.

### VETERANS' AID

The Department Quartermaster may expend up to \$250 for each veteran requesting aid from the VFW Department of Wyoming. Each person requesting aid must be vetted by a VFW member, or a person known to the VFW, to ensure that person is a veteran. Unless approved by the Department Commander, funds must not be given directly to the veteran, but should be directed to the agency to which the veteran is indebted. Examples include, but are not limited to, rental agencies, mortgage companies and utilities. Requests for more than \$250 must be voted on by the Council of Administration.

### AUTHORITY

1. The VFW Department of Wyoming Council of Administration establishes this STANDARD OPERATING PROCEDURE. Proposed amendments or changes must be provided to each member of the Council of Administration at least 7 days prior to a scheduled regular or special meeting of the Council. A majority roll call vote of those members present at said meeting is required to incorporate the amendment or change.
2. The Department Commander and/or the Department Adjutant/Quartermaster have the authority to enforce the procedures set forth herein in the absence of a decision from the full Council of Administration.
3. Approved by a majority roll call vote of the Department Council of Administration at a regularly scheduled meeting in Gillette, Wyoming on Sunday, the 11<sup>th</sup> day of June 2006.

Amended: January 8, 2010, Cody, Wyoming

Amended: June 13, 2010, Casper, Wyoming

Amended: June 8, 2017, Thermopolis, Wyoming

Trish Peoples  
Department Adjutant/Quartermaster

Dennis Miller  
Department Commander

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