

Guidelines for the expenditures of Operating Funds supplied to the District 3 Bridge Officers

“Miscellaneous “District” related expenses except Dinner Dances and parties”.

Commander:

The Commander’s Operating Fund has been developed and provided as a monetary supplement to the Commander to be used for the purpose of reducing the out of pocket expenses for the following events:

USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board - Lodging / Travel Expenses – minus reimbursements from the National Organization).

Hosting a Meet and Greet room solely at the Annual Meeting

Friday Night Cocktail Party at Rendezvous East

D3 Bridge Meetings and “Miscellaneous “District” related expenses except Dinner Dances and parties”.

Executive Officer:

The Executive Officer’s Operating Fund has been developed and provided as a monetary supplement to the Executive Officer to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board - Lodging / Travel Expenses – minus reimbursements from the National Organization).), and also for “Miscellaneous “District” related expenses except Dinner Dances and parties”.

Educational Officer:

The Educational Officer’s Operating Fund has been developed and provided as a monetary supplement to the Educational Officer to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board), and also for “Miscellaneous “District” related expenses except Dinner Dances and parties”.

Administrative Officer:

The Administrative Officer’s Operating Fund has been developed and provided as a monetary supplement to the Administrative Officer to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board), and also for “Miscellaneous “District” related expenses except Dinner Dances and parties”.

Treasurer:

The Treasurer’s Operating Fund has been developed and provided as a monetary supplement to the Treasurer to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board), and also for “Miscellaneous “District” related expenses except Dinner Dances and parties”.

Secretary:

The Secretary's Operating Fund has been developed and provided as a monetary supplement to the Secretary's to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board), and also for "Miscellaneous "District" related expenses except Dinner Dances and parties".

Flag Lieutenant

The Flag Lieutenant's stipend has been developed and provided as a monetary supplement to be used for the purpose of reducing the out of pocket expenses for Travel and Lodging at the USPS Annual and Governing Board Meetings (In alignment with the USPS Reimbursement Guidelines for District Commanders and Educational Officers*, two days for the Annual Meeting and two days for the Governing Board), **and also for "Miscellaneous "District" related expenses except Dinner Dances and parties".**

***Excerpts from the 2020 USPS REIMBURSEMENT TRAVEL AND RELATED EXPENSES POLICY Guide**

District Commanders or Voting Representatives and District Educational Officers or Voting Representatives (Code A)

Transportation - Travel expense will be reimbursed for the positions listed under Code A.

Lodging and Meals - The USPS Board of Directors sets the number of reimbursable days for a national meeting. **The number is two days for the Annual Meeting and two days for the Governing Board Meeting. A reimbursement of \$50 per day will be allowed for the hotel room when staying at the USPS designated hotel.** Additional days may be pre-approved by an appropriate Vice Commander and reported to the Assistant National Treasurer.

Reimbursement Policy for all Reimbursement Codes National Meetings – It is the broad intent of USPS policy to limit total travel costs to the lesser of the actual costs incurred or \$200. Total travel costs include:

- Intercity travel, by air, automobile, bus, vessel or other mode
- Travel to and from home to airport
- Airport parking
- Travel to and from airport to meeting site
- On-site parking at meeting location

The maximum reimbursement for travel related expenses (excluding the per diem allowance for lodging) to attend the Annual and Governing Board meetings shall not exceed \$200.00 per meeting. Limitations for certain types of travel related expenses are set forth below, but the grand total of such expenses cannot exceed \$200.00

Amended 03/04/2022