American Legion Auxiliary
Department of South Dakota
Monetary Policy

Adopted By: Department Executive Committee (SD)	Adopted Date:
Approving Body: Department Executive Committee (SD)	
Reviewing Body (ies): Finance Committee and DEC	Next Review Date:

Expense by Event

Attendance is required in person for officers, committee members and Department Executive Committeeman (DEC) to receive expenses / flat fee.

National Convention

National Executive Committeeman - Ticket for States Dinner

Newly elected National Executive Committeeman - Expenses are covered by the National Organization Immediate Past President/National Security Chairman (Convention Chairman) - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), out-of-state standard room allowance, ticket for the States Dinner.

Department President - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), and standard room allowance, ticket for the States Dinner.

Department Secretary - Round trip mileage to the airport, round trip airfare or mileage (whichever is less), and standard room allowance, ticket for the States Dinner.

District Presidents - $750 (EVEN number Districts in even number year, ODD number District in odd number year)

Department Convention

National Executive Committeeman - Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Department President - Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Department Secretary - Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Department Treasurer - Mileage, 100% room charge

First Vice President, Second Vice President, Historian, Chaplain - Mileage, and no more than 50% of a standard room charge.

District Presidents, District Presidents elect will receive a $175 flat fee for attendance at the Department Convention.

Parliamentarian, Sergeant-at-arms, Assistant Sergeant-at-arms, Department Chairman, Hospital Representatives, Deputy Hospital Representatives, Gift shop Chairman, and Christmas Party Chairman will receive a $175 flat fee for attendance at the Department Convention.

Midwinter Conference

National Executive Committeeman- Mileage and 100% of a room charge. Complimentary tickets for joint banquet, Auxiliary banquet and luncheons.

President Mileage and 100% of a room charge. Complimentary tickets for joint banquet, Auxiliary banquet and luncheons.

Department Secretary - Mileage, standard room allowance, ticket to the Joint Banquet and Auxiliary Luncheons.

Department Treasurer - Mileage, standard room allowance

First Vice President, Second Vice President, Historian, Chaplain - Mileage, and no more than 50% of a standard room charge.

Junior Activities Chairman - $175.00

Finance Chairman - $175.00

District Presidents- $175

Department Chairmen (presenting as invited by the President), will receive $175 flat fee for attendance at the Midwinter.

Special Department Executive Meetings in person

Department President & National Executive Committeeman - Mileage and 100% of a standard room.

Two Vice Presidents, Finance Chairman, District Presidents, Department Secretary, Department Treasurer, Department Parliamentarian, Department Chaplain, Department Historian and Department Poppy Chairman - Mileage and 50% of a standard room.

District Meetings

Department President - Mileage and 100% of a standard room for Fall and Spring District Meetings.

Department Secretary - Mileage and 100% of a standard room for the Fall District Meetings.

Department Membership Chairman - Mileage and 100% of a standard room for Fall District Meetings.

Expenses by Position

National Executive Committeeman (NEC)

National Convention

Ticket for States Dinner

Department Convention

Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Midwinter Conference

Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Special Department Executive Meeting

Mileage and 100% of standard room.

The NEC shall serve as hostess/companion to any visiting National Auxiliary visitor. Expenses incurred for the NEC and the National Visitor for room, and mileage will be reimbursed. (Reimbursement for alcoholic beverages is not authorized)

Newly Elected National Executive Committeeman (NEC)
Expenses covered by National.

Immediate Past President/National Security (National Convention) Chairman

Round trip mileage to the airport, round trip airfare or mileage (whichever is less), and standard room allowance, ticket to the States Dinner.
Room allowance, and round-trip mileage to lay wreath at Black Hills National Cemetery

President
National Convention
Round trip mileage to the airport, round trip airfare or mileage (whichever is less), and standard room allowance, ticket to the States Dinner.
Department Convention
Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary
Midwinter Conference
Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.
Special Department Executive Meeting
Mileage and 100% of a standard room.
District Meetings
Mileage and standard room allowance for Fall and Spring District Meetings
Miscellaneous
Mileage for all business trips
Mileage and room allowance for:

- to attend the funeral of a Past Department President or current Department Officer - From the President's allowance.
- Allowance to present ALA contribution at the State Special Olympics contest - From the President's allowance.
- Allowance when attending ALA functions at the invitation of Units or Post within the Department - From the President's allowance.
- Commanders/President's call - From the President's allowance
- VA&R Christmas Gift Shops, VA&R Christmas Parties - Expenses from the VA&R Fund
- TAL Legislative Reception in Pierre - From the President's allowance

Department 1st Vice President
Department Convention
Mileage and no more than 50% of a standard room
Midwinter Conference
Mileage and no more than 50% of a standard room
Special Department Executive Committee Meeting
Mileage and 50% of a standard room

Department 2nd Vice President

Department Convention

Mileage and no more than 50% of a standard room

Midwinter Conference

Mileage and no more than 50% of a standard room

Special Department Executive Committee Meeting

Mileage and 50% of a standard room

Department Chaplain & Department Historian

Department Convention

Mileage and no more than 50% of a standard room

Midwinter Conference

Mileage and no more than 50% of a standard room

Special Department Executive Committee Meeting

Mileage and 50% of a standard room

Department Secretary

Wages

National Convention

Round trip mileage to the airport, round trip airfare or mileage (whichever is less), and single room allowance, ticket for the States Dinner.

Department Convention

Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Midwinter Conference

Mileage, 100% room charge, ticket for the Joint Banquet and Auxiliary luncheons/banquets.

Special Department Executive Committee Meeting

Mileage, and 50% of a standard room.

District Meetings

Mileage and room allowance for Fall District meetings.

Miscellaneous

Mileage for all business trips necessary to the operation of the ALA Commander's/ President's Call meetings.

Department Treasurer

Wages

National Convention

If the Department Secretary is unable to attend the National Convention, the Department Treasurer will go in place of the Department Secretary and receive the same expenses due to the Department Secretary.

Department Convention

Mileage and 100% room charge

Midwinter Conference

Mileage and 100% room charge

Special Department Executive Committee Meeting

Mileage and 50% of a standard room

Miscellaneous

Mileage for all business trips necessary to the operation of the ALA

District Presidents

National Convention

$750 (EVEN number Districts in even number year, ODD number District in odd number year)

Department Convention

$175 flat fee

Midwinter Conference

$175 Flat Fee

July Finance/DEC meeting

$175 Flat Fee

Mileage and 50% of a standard room if traveling more than 50 miles one way.

Special Department Executive Committee Meeting – In Person

Mileage and 50% of a standard room.

Miscellaneous

Mileage for District business to include Unit visits (one per year), (if the representative lives outside of their District, the mileage is computed from their home unit) District meetings and Girl State Orientations meetings.

20 Cents for printed copies for Newsletter, three copies (sheets) per newsletter

District Presidents Elect

Department Convention

$175 Flat Fee

Parliamentarian, Sergeant-at-Arms, Assistant Sergeant-at-Arms

Department Convention

$175.00 Flat Fee

Midwinter Conference

$175.00 Flat Fee

Special Department Executive Committee Meeting -In person

Mileage and 50% of a standard room.

Chairman

Department Convention

$175.00 All Department Chairmen in attendance including:

Hospital Reps
Deputy Hospital Reps
Gift Shop Chairman
Christmas Party Chairman

Midwinter Conference

$175.00 Presenting Department Chairmen

Junior Activities Chairman
Finance Chairman

Program Stipends

Veterans Affairs and Rehabilitation (Expenses from the VA & R Fund)

Mileage and standard room allowance for:

Fall orientations to meet with staff at the VA Facilities, State Home and Human Service Center - one visit per year to be completed by October 1

VA & R Christmas Gift Shops,

VA & R Christmas Parties and Fall orientations to meet with staff at the VA Facilities, State

Department Membership Chairman

Mileage and 100% of a standard room for Fall District Meetings.

Hospital Representatives

$400 per annum (to be paid 1⁄2 in October and 1⁄2 in April)

Deputy Hospital Representatives

$300 per annum (to be paid 1⁄2 in October and 1⁄2 in April)

Gift Shop Chairman

$125 per annum; Exception: Human Service Center receives $35.00 (Paid in December)

Christmas Party Chairman

$35 per annum (paid in December)

Poppy Chairman

$1,000 stipend annually from the General Fund

Legionette Editor

$1,000 stipend annually from Legionette Fund.

WEB Administrator

$1000.00 stipend annually

Virtual Administrator

Mileage for all meetings requested to attend.

Finance Chairman - (if a member at large)

$50.00 for The Finance (Budget) meeting

Finance Committee Member -members at large

$50.00 per meeting not to exceed $200.00 annually.

Girl State Program

Girls State Registration - $175.00

Girl State Conference

Girl State Director - Round trip airfare to Indianapolis, 1⁄2 of the single room rate

Staff Expenses

Director	$400.00
Director Expenses	$400.00
Assistant Director	$350.00
Registrar	$400.00
Office Manager	$200.00
Governor	$100.00 plus .30 a mile up to $100.00 for miles
Sr. Counselor	$100.00 plus .30 a mile up to $100.00 for miles
Sr. Counselors + Dean	$350.00 plus .30 a mile up to $100.00 for miles
Jr. Counselors	$ 75.00 plus .30 a mile up to $100.00 for miles

Miscellaneous Expenses

National President Project - $200.00
President's Allowance - $4000.00
Mileage: 30 cents per mile - Mileage is based on the most direct route as per Google Maps
Past President Parley Fund
Memorials:
$35.00 to the family upon the death of a Past Department President
$20.00 upon the death of Past Department President spouse
Donations of $25.00 to visiting National President and Northwestern Division National Vice President
VA Facilities
$1500.00 annually per facility / $7500.00 total for special needs (VA&R funds)
Junior Activities
$500 for units when promoting Junior activities.
History Book
$100.00 (Receipts Required)
Chaplains Prayer Book
$100.00 (Receipts Required)
Scrap Book
$100.00 (Receipts Required)
Americanism Essay Contest - per level
$15.00 First Place
$10.00 Second Place
Poem Contest -- per class
$15.00 First place
$10.00 Second Place
Junior Scrapbook
$5.00 per class
Poppy Contest
Junior Entries - $15.00 First place / $10.00 Second place
Poster Awards - $15.00 First place / $10.00 Second

Date Received	Description of Revision	Approved by